

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2017-0003
Schedule Status Approved

Agency or Establishment Department of Health and Human Services
Record Group / Scheduling Group General Records of the Department of Health and Human Services
Records Schedule applies to Agency-wide
Schedule Subject Federal Occupational Health Public Website (FOH PWS)
Internal agency concurrences will be provided Yes

Background Information Program Support Center (PSC), Federal Occupational Health (FOH) provides health and wellness services to federal agency employees throughout the world.
The FOH PWS is a marketing tool utilized for communications to internal and external sources regarding the types of services provided by FOH and their clinic locations. The data is used for information sharing; announcements of health programs; products; services; and Digital Communications Division's business functions and ongoing activities.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 0 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0468-2017-0003

| Sequence Number | |
|-----------------|--|
| 1 | FOH Public Website Activity records Disposition Authority Number: DAA-0468-2017-0003-0001 |
| 2 | FOH Public Website Content Records Disposition Authority Number: DAA-0468-2017-0003-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="362 417 857 449">FOH Public Website Activity records</p> <p data-bbox="362 470 1138 502">Disposition Authority Number DAA-0468-2017-0003-0001</p> <p data-bbox="362 523 1466 661">These records include but are not limited to information relating to site users such as location of IP address and device type, as well as site page analytics such as most-hit pages and navigation. This information is retained in Google Analytics online.</p> <p data-bbox="362 683 914 715">Final Disposition Temporary</p> <p data-bbox="362 736 849 768">Item Status Active</p> <p data-bbox="362 789 805 821">Is this item media neutral? No</p> <p data-bbox="362 842 1344 874">Explanation of limitation These records are in electronic format only</p> <p data-bbox="362 895 821 1012">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="362 1034 821 1129">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="362 1161 667 1193">Disposition Instruction</p> <p data-bbox="362 1215 1430 1289">Cutoff Instruction Cut off at the end of fiscal year in which data was created.</p> <p data-bbox="362 1310 1138 1342">Retention Period Destroy 3 years after cutoff.</p> <p data-bbox="362 1374 662 1406">Additional Information</p> <p data-bbox="362 1438 946 1470">GAO Approval Not Required</p> |
| 2 | <p data-bbox="362 1491 878 1523">FOH Public Website Content Records</p> <p data-bbox="362 1544 1138 1576">Disposition Authority Number DAA-0468-2017-0003-0002</p> <p data-bbox="362 1598 1466 1736">These records include pages or links containing agency information such as, links to service offerings; agency mission and structure; educational health information postings by content managers or other management personnel. Information is stored in archives via ArcSight.</p> <p data-bbox="362 1757 914 1789">Final Disposition Temporary</p> <p data-bbox="362 1810 849 1842">Item Status Active</p> <p data-bbox="362 1864 805 1896">Is this item media neutral? No</p> |

| | |
|---|---|
| Explanation of limitation | These records are in electronic format only |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| Do any of the records covered by this item exist as structured electronic data? | Yes |
| Disposition Instruction | |
| Cutoff Instruction | Cut off at the end of the fiscal year in which data was created |
| Retention Period | Destroy 3 year(s) after cutoff |
| Additional Information | |
| GAO Approval | Not Required |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|------------------|---|--|
| 02/22/2017 | Certify | Elaine Pankey | HHS Office of the Secretary Records Officer | Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer |
| 05/25/2017 | Submit for Concurrence | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 06/01/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 06/01/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 06/11/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |