

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>FOH Public Website Activity records</p> <p>Disposition Authority Number DAA-0468-2017-0003-0001</p> <p>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>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records are in electronic format only</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of fiscal year in which data was created.</p> <p>Retention Period Destroy 3 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>FOH Public Website Content Records</p> <p>Disposition Authority Number DAA-0468-2017-0003-0002</p> <p>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>Final Disposition Temporary</p> <p>Item Status Active</p> <p>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