

## Request for Records Disposition Authority

Records Schedule Number      DAA-0468-2018-0001

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                Policy and Precedent Reference Files

Internal agency concurrences will be provided      No

**Background Information**                      The Department of Health and Human Services is the principal agency with the mission to enhance and protect the health and well-being of all Americans.

The Office of the Secretary (OS), is HHS's chief policy officer and general manager, administers and oversees the organization, its programs, and its activities. The subdivisions of the Office of the Secretary provide direct support for the Secretary's initiatives.

OS is comprised of 17 staff divisions that support these central policymaking and management functions.

For example, the Assistant Secretary for Planning and Evaluation (ASPE) is one of the OS staff divisions, and it advises the Secretary on policy development in health, disability, human services, data, information, and science. ASPE provides advice and analysis on economic policy, and conducts evaluation, research, pilot, and demonstration projects relating to programs across the Department. ASPE manages cross-Department policy management activities such as strategic planning, legislative planning, and review of regulations.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0468-2018-0001

Sequence Number
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- |   |                                                                                               |
|---|-----------------------------------------------------------------------------------------------|
| 1 | Policy and Precedent Reference Files<br>Disposition Authority Number: DAA-0468-2018-0001-0001 |
| 2 | Directives Case History Files<br>Disposition Authority Number: DAA-0468-2018-0001-0002        |

## Records Schedule Items

Sequence Number	
1	<p data-bbox="357 404 876 446"><b>Policy and Precedent Reference Files</b></p> <p data-bbox="357 457 1136 500">Disposition Authority Number      <b>DAA-0468-2018-0001-0001</b></p> <p data-bbox="357 510 1477 776">Documents related to the development of policy or precedents associated with past, or continuing actions. Policy and precedent files are maintained at operating levels and consist of copies of operating procedures; statements of policy or procedure; examples of typical cases; staff level memoranda; drafts of comments relating to the preparation, review, and clearance of actions; and other documents duplicated in official files. These files consist of copies maintained only for convenience or reference.</p> <p data-bbox="357 787 909 829">Final Disposition                      <b>Temporary</b></p> <p data-bbox="357 840 844 883">Item Status                              <b>Active</b></p> <p data-bbox="357 893 812 936">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="357 946 795 989">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="357 1000 1120 1042">GRS or Superseded Authority Citation      <b>N1-235-80-1, Item 000-07</b></p> <p data-bbox="357 1181 665 1223"><b>Disposition Instruction</b></p> <p data-bbox="357 1234 1445 1276">Cutoff Instruction                      <b>Cut off at end of Fiscal Year when policy is issued.</b></p> <p data-bbox="357 1287 1429 1372">Retention Period                      <b>Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized</b></p> <p data-bbox="357 1393 665 1436"><b>Additional Information</b></p> <p data-bbox="357 1447 941 1489">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="357 1510 763 1553"><b>Directives Case History Files</b></p> <p data-bbox="357 1564 1136 1606">Disposition Authority Number      <b>DAA-0468-2018-0001-0002</b></p> <p data-bbox="357 1617 1494 1766">Documents relating to the preparation, review, clearance, publication, and distribution of OS issuances. Includes materials on the clearance and concurrence of draft issuances and other coordinated actions, revisions, and cancellations, and a copy of the final issuance. Arranged by issuance identification number or subject.</p> <p data-bbox="357 1776 909 1819">Final Disposition                      <b>Temporary</b></p> <p data-bbox="357 1830 844 1872">Item Status                              <b>Active</b></p> <p data-bbox="357 1883 812 1925">Is this item media neutral?          <b>Yes</b></p>

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-235-80-1, Item 201-12 A

**Disposition Instruction**

Cutoff Instruction

Cut off file at the close of the fiscal year in which published, rescinded, or superseded

Transfer to Inactive Storage

Transfer to Federal Records Center (FRC) 3 years after cutoff.

Retention Period

Destroy 12 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
11/09/2017	Certify	Karen Ballesteros	Management Analyst	Office of the Secretary - Assistant Secretary for Administration
12/12/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/12/2017	Submit For Certification	Karen Ballesteros	Management Analyst	Office of the Secretary - Assistant Secretary for Administration
12/12/2017	Certify	Karen Ballesteros	Management Analyst	Office of the Secretary - Assistant Secretary for Administration
03/05/2018	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
03/08/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/08/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/09/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist