

## Request for Records Disposition Authority

Records Schedule Number DAA-0468-2019-0002  
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 Major Subdivision  
Major Subdivision Office of the Secretary  
Minor Subdivision Assistant Secretary for Preparedness and Response  
Schedule Subject Recovery Coordination Training Records  
Internal agency concurrences will be provided Yes

Background Information The Office of the Assistant Secretary for Preparedness and Response (ASPR) supports our nation's ability to prepare for, respond to, and recover from the public health consequences of naturally occurring and manmade threats.

ASPR was created by the "Pandemic and All Hazards Preparedness Act of 2006." HHS is the lead agency for the National Response Framework for Emergency Support Function (ESF) 8. The Secretary of the Department of Health and Human Services (HHS) delegates to ASPR the leadership role for all health and medical services support function in a health emergency or public health event.

In September 2011, Federal Emergency Management Agency (FEMA) released the National Disaster Recovery Framework (NDRF) and has primary responsibility for the NDRF Activation, which is limited to Stafford Act or FEMA-led incidents. HHS is the Coordinating Agency for the Health and Social Services (H&SS) Recovery Support Functions (RSF)

The mission of the H&SS RSF is for the Federal Government to assist locally-led recovery efforts in the restoration of the public health, health care and social services networks to promote the resilience, health and well-being of affected individuals and communities. These efforts support the Presidential Policy Directive 8. The National Preparedness Responsibility for recovery was moved from Office of the Assistant Secretary for Health (OASH) to ASPR in 2011. Records created by OASH are also covered by this schedule.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0468-2019-0002

Sequence Number	
1	Recovery Operational and Training Records Disposition Authority Number: DAA-0468-2019-0002-0001

## Records Schedule Items

Sequence Number																	
1	<p data-bbox="370 406 971 438"><b>Recovery Operational and Training Records</b></p> <p data-bbox="370 459 1146 491">Disposition Authority Number      <b>DAA-0468-2019-0002-0001</b></p> <p data-bbox="370 512 1484 725">Records that document the training materials, records of student participation, evaluations, and operational field activities. Operational field documents may include situation reports (SitReps), issue trackers, logistics records, and any nation-wide reporting on recovery readiness and operations. Records also include the applications submitted by volunteer FTEs. Training is conducted annually and as needed.</p> <table data-bbox="370 746 922 1140"><tr><td data-bbox="370 746 561 778">Final Disposition</td><td data-bbox="773 746 922 778"><b>Temporary</b></td></tr><tr><td data-bbox="370 800 505 832">Item Status</td><td data-bbox="773 800 857 832"><b>Active</b></td></tr><tr><td data-bbox="370 853 672 885">Is this item media neutral?</td><td data-bbox="773 853 824 885"><b>Yes</b></td></tr><tr><td data-bbox="370 906 743 1023">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="773 906 824 938"><b>Yes</b></td></tr><tr><td data-bbox="370 1044 716 1140">Do any of the records covered by this item exist as structured electronic data?</td><td data-bbox="773 1044 824 1076"><b>Yes</b></td></tr></table> <p data-bbox="370 1172 675 1204"><b>Disposition Instruction</b></p> <table data-bbox="370 1225 1468 1395"><tr><td data-bbox="370 1225 570 1257">Cutoff Instruction</td><td data-bbox="773 1225 1468 1300"><b>Cutoff at the end of the fiscal year after the training was completed.</b></td></tr><tr><td data-bbox="370 1321 565 1353">Retention Period</td><td data-bbox="773 1321 1451 1395"><b>Destroy 6 years after cutoff but longer retention is authorized if required for business use.</b></td></tr></table> <p data-bbox="370 1427 672 1459"><b>Additional Information</b></p> <table data-bbox="370 1481 954 1519"><tr><td data-bbox="370 1481 537 1513">GAO Approval</td><td data-bbox="773 1481 954 1519"><b>Not Required</b></td></tr></table>	Final Disposition	<b>Temporary</b>	Item Status	<b>Active</b>	Is this item media neutral?	<b>Yes</b>	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	<b>Yes</b>	Do any of the records covered by this item exist as structured electronic data?	<b>Yes</b>	Cutoff Instruction	<b>Cutoff at the end of the fiscal year after the training was completed.</b>	Retention Period	<b>Destroy 6 years after cutoff but longer retention is authorized if required for business use.</b>	GAO Approval	<b>Not Required</b>
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## 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
05/08/2019	Certify	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
10/25/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/28/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/28/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/30/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist