

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Recovery Operational and Training Records</b></p> <p>Disposition Authority Number      <b>DAA-0468-2019-0002-0001</b></p> <p>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> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the fiscal year after the training was completed.</b></p> <p>Retention Period                         <b>Destroy 6 years after cutoff but longer retention is authorized if required for business use.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

## 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