

## Request for Records Disposition Authority

Records Schedule Number           DAA-0468-2020-0001

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       Major Subdivision

Major Subdivision                 Office of the Secretary

Minor Subdivision                 Office of the Assistant Secretary for Administration (ASA) / Program Support Centers (PSC)

Schedule Subject                  Board for Correction of Public Health Service Commissioned Corps Records

Internal agency concurrences will be provided       No

Background Information           In 1979, Congress established the Board for Correction of Public Health Service Commissioned Corps Records (The Board). The Board is established in the Office of the Assistant Secretary for Administration, Program Support Center (PSC). Functioning on behalf of the Department of Health and Human Services (HHS) Secretary, the Board is the highest administrative appeal within HHS for Commissioned Corps officers.

The Board works with U.S. Public Health Service Commissioned Corps Officers to correct the personnel records of active duty or retired Corps officers when necessary or remove injustices. The function of the Board is to consider all applications properly for the purpose of determining the existence of an error to correct any record maintained or an injustice and to make recommendations to the Executive Director for disposition of the application.

The Board is administratively removed from the Commissioned Corps' office to ensure fairness and avoid bias in Board decisions. As an independent entity, the Board has the authority to seek information from outside Corps channels if judged critical to making decisions.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0468-2020-0001

Sequence Number
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1
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Board for Correction of Public Health Service Commissioned Corps Records Disposition Authority Number: DAA-0468-2020-0001-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1422 411"><b>Board for Correction of Public Health Service Commissioned Corps Records</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0468-2020-0001-0001</b></p> <p data-bbox="345 485 1507 831">The Board for Correction case files consist of Commissioned Corps Officer's application (PSC-54), which includes: applicant's argument, letters of corroboration, timeline of events, Commissioned Corps advisory opinion, Board records of proceedings and recommendation, Board's Executive Director decision, notifications to applicant of the decision, and other miscellaneous complaint files such as those coming via mail, email, fax or the Commissioned Corps relevant records. PSC maintains historical abstracts on cases for the purpose to provide a record of Board precedents and examples that can assist potential applicants in preparing applications. These abstracts are available thru the PSC.GOV website</p> <p data-bbox="345 852 919 884">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 905 850 936">Item Status                              <b>Active</b></p> <p data-bbox="345 957 818 989">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 1010 818 1125">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 data-bbox="345 1146 805 1241">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="345 1283 659 1314"><b>Disposition Instruction</b></p> <p data-bbox="345 1346 1490 1419">Cutoff Instruction                      <b>Cut off at the end of the Fiscal Year after a decision by the Board is announced.</b></p> <p data-bbox="345 1440 1490 1514">Retention Period                      <b>Destroy 30 years after cutoff, but longer retention is authorized if needed for business use.</b></p> <p data-bbox="345 1545 656 1577"><b>Additional Information</b></p> <p data-bbox="345 1608 951 1640">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
07/15/2020	Certify	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
07/28/2020	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
08/24/2020	Submit For Certification	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
08/24/2020	Certify	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
03/05/2021	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
03/23/2021	Submit For Certification	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
03/23/2021	Certify	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
08/04/2021	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
08/06/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/06/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
08/08/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist