

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2024-0001

Status: APPROVED
Date Approved: 12/19/2024

General Information

Agency or Establishment	Department of Health and Human Services
Record/Scheduling Group	0468 - General Records of the Department of Health and Human Services
Records Schedule Applies To	Department-wide
Additional Agencies This Schedule Applies To	Department of Health and Human Services
Schedule Subject	Audiovisual Records
Additional Schedule Information	<p>The Office of the Assistant Secretary for Public Affairs (ASPA) serves as HHS' principle Public Affairs office, leading efforts across the Department to promote transparency, accountability and access to critical public health and human services information to the American people. ASPA conducts national public affairs programs, provides centralized leadership and guidance for public affairs activities within HHS' Staff and Operating Divisions and regional offices, manages the Department's digital communications, and administers the Freedom of Information and Privacy Acts.</p> <p>The Broadcast Communications division of ASPA is responsible for the development and distribution of media content to include: production of news conferences and briefings, awards and ceremonies; trainings; radio and television messages; documentary videos; live-streams of meetings and events; social media content; live or taped media interviews; and other special programming.</p> <p>The Audiovisual records produced and disseminated by the HHS Broadcast division include video and audio recordings of events, meetings, press conferences, recordings with senior leaders and HHS staff for internal and external communications, public service announcements, public education videos and motion graphics, and internal communications and trainings. These records also include digital photographs of events, ceremonies, meetings, and press briefings, as well as portrait photos of HHS staff and senior leadership.</p>

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This schedule applies to OS Staff Divisions and the select Operating Divisions that ASPA Broadcast Communications division services. Operating Divisions that have their own studio and audio-visual services use their own disposition authority to manage their records.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 4
Number of Temporary disposition items: 2
Number of Permanent disposition items: 2
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0468-2024-0001

Item #	Title	Disposition
0001	Historically Significant Audio and Video Recordings	Permanent
0002	Historically Significant Digital Photographs	Permanent
0003	Non- Historically Significant Audio and Video Recordings	Temporary
0004	Non- Historically Significant Digital Photographs	Temporary

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Records Schedule Items

DAA-0468-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Historically Significant Audio and Video Recordings	
Item Description	The digital final versions of historically significant audio, and video recordings produced and disseminated publicly by the HHS Broadcast division, are considered permanent records. These records document the mission-critical activities of the HHS Secretary and senior leaders and inform and educate the public on HHS priorities and public health concerns. A digital spreadsheet of identifying information will be included with the records, detailing the available information such as title, date, subject, and file format. Scripts, transcripts, and releases will also be provided when available.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-235-80-01, Item 502-01 A	No	
NC1-235-80-01, Item 502-02 A	No	
NC1-235-80-01, Item 502-03 A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year when the record was created.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer records to NARA in 3-year blocks after cutoff when the newest records in the block are 3 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Digital moving pictures:100 GB	
Approximate first year of records covered by this authority	2012	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2012 To: 12/31/2020
Frequency of transfer	3
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0468-2024-0001-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Historically Significant Digital Photographs		
Item Description	Selected digital photographs of historically significant events attended by the HHS Secretary and/or other senior leaders, as well as portrait photos of the Secretary and staff occupying positions of Assistant Secretary and above, are considered permanent records. The original file format will be provided with the final compressed file, when available. A digital spreadsheet of identifying information will be included with the records, detailing the available information such as date, event, name of subject, and file format.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
NC1-235-80-1, item 203-01 A	No		
NC1-235-80-1, item 203-01 B	No		
NC1-235-80-1, item 203-01 C	No		
NC1-235-80-1, item 203-01 D	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Cut off at end of Calendar year when the record was created		
Are there multiple instructions for this item?	No		
Transfer Instruction	Other: Transfer records to NARA in 3-year blocks after cutoff when the newest records in the block are 3 years old.		

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ADDITIONAL INFORMATION	
Current Records Format	Digital still images:15 GB
Approximate first year of records covered by this authority	2017
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2017 To: 12/31/2020
Frequency of transfer	3
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0468-2024-0001-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non- Historically Significant Audio and Video Recordings	
Item Description	The final versions of mission-related, non-historically significant audio and video recordings are considered temporary records. These temporary records include internal trainings, communications and meetings; recordings of the Secretary or senior leaders for outside organizations including media interviews; recordings of staff below the Assistant Secretary level; advisory council meetings; and other mission-related, but non-historically significant public webinars and livestreams.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-235-80-1, item 502-01 B	No	
NC1-235-80-1, item 502-02 B	No	
NC1-235-80-1, item 502-03 B	No	
NC1-235-80-1, item 502-03 C	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when records were created.	
Retention Period	Destroy 3 year(s) after cutoff	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0468-2024-0001-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non- Historically Significant Digital Photographs	
Item Description	Selected digital photographs of mission-related, non-historically significant events, meetings, trainings, and portrait photos of staff below the Assistant Secretary level.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-235-80-1, Item 203-01 E	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when records were created.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	12/19/2024