

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2024-0002

Status: APPROVED  
Date Approved: 01/22/2025

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## 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	Agency Subdivision
Major Subdivision	Office of the Secretary
Minor Subdivision	Office of the Inspector General (OIG)
Schedule Subject	Records of the Immediate Office of the Inspector General (IG) of Health and Human Services
Additional Schedule Information	The Immediate Office (IO) of the Inspector General (IG) is responsible for ensuring that the Office of Inspector General (OIG) fulfills its mission, as mandated by the Inspector General Act of 1978, to promote the economy, efficiency, and effectiveness of Department of Health and Human Services (HHS) programs through prevention and detection of waste, fraud, and abuse. IO also ensures that OIG meets its responsibilities for reporting the results of its audits, evaluations, legal cases, and investigations to the Secretary of HHS and Congress.
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: 8

Number of Temporary disposition items: 3

Number of Permanent disposition items: 5

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-0468-2024-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Records of the Immediate Office of the Inspector General : Official Files of the Inspector General of the Department of Health and Human Services	Permanent
0002	Records of the Immediate Office of the Inspector General : Press Releases	Permanent
0003	Records of the Immediate Office of the Inspector General : Testimonies	Temporary
0004	Congressional Correspondence : Congressional Substantive Correspondence	Permanent
0005	Congressional Correspondence : Congressional Routine Correspondence	Temporary
0006	Congressionally Mandated Reports : Congressionally Mandated Reports	Permanent
0007	Congressionally Mandated Reports : Congressionally Mandated Reports Substantive Working Papers	Temporary
0008	Policy and Procedures of the Inspector General (IG) of Health and Human Services : Policy and Procedures	Permanent

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Records Schedule Items

<b>Group Title</b>	Records of the Immediate Office of the Inspector General
<b>Group Description</b>	The Immediate Office (IO) of the Inspector General is responsible for supervising and coordinating the activities of OIG's component offices; setting direction, in collaboration with the components, for OIG's priorities and strategic planning; ensuring effective internal quality controls and management; and serving as a liaison with HHS, Congress, and other stakeholders. IO plans, conducts, and participates in a variety of cooperative projects, such as the Health Care Fraud Prevention and Enforcement Action Team, within HHS and with other Government agencies.
DAA-0468-2024-0002-0001	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Official Files of the Inspector General of the Department of Health and Human Services
Item Description	Record copies of daily schedules/calendars, meeting agendas, and biography of the IG. Text or speaking points for IG speeches. Any other information appropriate for inclusion with the briefing book records of the IG.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
DAA-0468-2013-0008-0001	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year when document was created.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	

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Current Records Format	Textual data:4GB
Approximate first year of records covered by this authority	2018
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2018 To: 12/31/2020
Frequency of transfer	2
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0468-2024-0002-0002 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Press Releases
Item Description	Notices to media outlets about significant OIG events related to its fighting of waste, fraud, and abuse in HHS programs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
DAA-0468-2016-0002-0007	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year in which notice is issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:4 GB
Approximate first year of records covered by this authority	2003
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2003 To: 12/31/2009
Frequency of transfer	2

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Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0468-2024-0002-0003</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Testimonies
Item Description	Copies of testimonies of OIG officials before congressional committees. The testimonies may relate to oversight in which no specific legislation is involved or to hearings on specific legislation. Testimonies are posted on oig.hhs.gov.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0468-2016-0002-0003	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year in which testimonies were given to congressional committees.
Retention Period	Other: Destroy 3 year(s) after separation of the Inspector General
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Congressional Correspondence
Group Description	Correspondence files that relate to liaison with Members of Congress.
<b>DAA-0468-2024-0002-0004</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Congressional Substantive Correspondence

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Item Description	Correspondence files that relate to liaison with Members of Congress. Copies of incoming and outgoing congressional correspondence when the reply is signed by the IG.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0468-2016-0002-0001	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year when OIG sent a reply.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:4 GB	
Approximate first year of records covered by this authority	2003	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/2003 To: 12/31/2009	
Frequency of transfer	2	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0468-2024-0002-0005	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Congressional Routine Correspondence	
Item Description	Copies of incoming and outgoing congressional correspondence when the reply is not signed by the Inspector General.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0468-2016-0002-0002	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year in which OIG sent a reply.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>Group Title</b>	Congressionally Mandated Reports
<b>Group Description</b>	Reports submitted to Congress pursuant to the Inspector General Act.
DAA-0468-2024-0002-0006	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Congressionally Mandated Reports
Item Description	Reports submitted to Congress pursuant to the IG Act, summarizing significant OIG activities for the 6-month periods ending March 31 and September 30 and other reports as mandated by Congress.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0468-2016-0002-0005	No
DAA-0468-2013-0010-0003	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent



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Cutoff Instructions	Other: Cut off at end of calendar year in which OIG published the report.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:4 GB
Approximate first year of records covered by this authority	2003
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2003 To: 12/31/2009
Frequency of transfer	2
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0468-2024-0002-0007 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Congressionally Mandated Reports Substantive Working Papers
Item Description	Working papers of congressionally mandated reports, which include but are not limited to materials submitted by OIG components about their work products that are synopsized in the congressionally mandated reports and publication staff comments regarding that material.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
DAA-0468-2016-0002-0006	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year in which OIG published the report.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	

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

Group Title	Policy and Procedures of the Inspector General (IG) of Health and Human Services
Group Description	Organizational Records of the Inspector General (IG) of Health and Human Services

DAA-0468-2024-0002-0008 STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Policy and Procedures
Item Description	Organizational Records of the agency that include organization charts, functional statements and other materials which document the organizational structure and policies, reports mandated by the IG Act and other congressionally mandated reports and related records that document the essential organization, and procedures of the office.
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    Explanation in Part?
DAA-0468-2016-0002-0008	No
N1-468-00-001 4b	No
Is this item a deviation from the GRS?	No

**DISPOSITION INSTRUCTION**

Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year in which directive is rescinded, superseded, or obsolete.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff

**ADDITIONAL INFORMATION**

Current Records Format	Textual data:4 GB
Approximate first year of records covered by this authority	2003

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2003 To: 12/31/2009
Frequency of transfer	2
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/22/2025