

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 701-468-03-1	DATE RECEIVED 3-17-2003
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary, Assistant Secretary for Planning and Evaluation		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Secretary's Advisory Committee on Regulatory Reform			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret Sparr M. Sparr, Ex. Coord. (M. Reilly after Jan 31, 2003)	5. TELEPHONE (202) 401-5182	DATE 9-12-03	ARCHIVIST OF THE UNITED STATES G. W. Carl
6. 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 on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE FEB 25 2003	SIGNATURE OF AGENCY REPRESENTATIVE A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Secretary's Advisory Committee on Regulatory Reform, 2001-2002 Department of Health & Human Services Secretary Tommy G. Thompson established the Secretary's Advisory Committee on Regulatory Reform (the SACRR or the Committee) on August 28, 2001. The Committee is governed by the provisions of the Federal Advisory Committee Act, Public Law 92-463, as amended (5 U.S.C. Appendix 2), which sets forth standards for the formation of advisory committees and implementing regulations (41 C.F.R. Part 102-3). The purpose of the SACRR was to provide findings and recommendations to the Secretary regarding potential regulatory changes that would enable HHS programs to reduce burdens and costs associated with Departmental regulations, while at the same time maintaining or enhancing effectiveness, efficiency, impact and accessibility. The Committee's function was to advise and make recommendations related to health care delivery, operations, biomedical and health research as well as the development of pharmaceuticals and other medical products. The Committee's charter terminated November 31, 2001. November 30, 2002.</p> <p>I. SACRR Documents that are subject to the Federal Advisory Committee Act. Documents include, but are not limited to: Committee meeting agendae, minutes, and summaries; recommendations; and the report of</p>		<p style="text-align: right; transform: rotate(-45deg);">P.L. and rule changes approved by HHS on June 6, 2000</p>

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	<p>the SACRR to the Secretary of DHHS.</p> <p>A. Committee organization and formation documents. Documents include but are not limited to: the Committee charter, Designated Federal Official (DFO) papers, Committee personnel papers, initial interviews, subcommittee authorization papers, summaries of 1st meeting breakout sessions (subcommittees).</p> <p>Disposition: TEMPORARY Permanent Destroy after 7 years. Transfer to National Archives 7 years after committee termination</p> <p>B. Committee Regional Hearings / Meetings / Teleconferences. Documents provided to committee members and the public for Committee meetings, include, but are not limited to: briefing book materials, meeting agendae; draft committee operating procedures (the SACRR mission statement, operating principles, issue selection criteria, subcommittee organization); subcommittee consent agendae, handouts provided at each hearing, sign-in lists of public commenters, meeting summaries and transcripts.</p> <p>Disposition: TEMPORARY Permanent Destroy after 7 years. Transfer to National Archives 7 years after committee termination</p> <p>C. Report of the SACRR to the Secretary of HHS (including its recommendations).</p> <p>Disposition: TEMPORARY Permanent Destroy after 7 years. Transfer to National Archives 7 years after committee termination</p> <p>D. Regulatory Reform Initiative information released to the public. Documents include but are not limited to: ^{paper releases} Normal notices published in the Federal Register, (public meeting notices, requests for public comments) other public messages sent (HHS press releases related to the Committee, FAQ's posted on the website, messages sent via the listserv), and other required notices and other information posted on the SACRR website.</p> <p>Disposition: TEMPORARY Permanent Destroy after 7 years. Transfer to National Archives 7 years after committee termination</p>		

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E.	<p>Public comments received by the Committee.</p> <p>Comments from the public, including those generated as a result of the SACRR's 60-day public comment period, submitted both electronically and on paper.</p> <p>Disposition: TEMPORARY <i>Permanent</i> Destroy after 7 years. <i>Transfer to National Archives 7 years after committee termination.</i></p> <p>Total Volume: 5 cubic feet -----</p>		
II.	<p>Other SACRR administrative files (Not subject to the Federal Advisory Committee Act).</p> <p>Documents include e-mail and other administrative documents, related to the SACRR, its subcommittees, and work products. (Note: a majority of these are e-mails or other electronic files stored on CD-ROMs in an ASCII text format. Additionally, some records which were received by the Committee electronically have been retained in their original electronic format.) Total Volume: (1) jiffy bag in box # 8</p>		<p>Item A – in box #1 Item B – in boxes #1 thru 3 Item C – in box #3 Item D – in box #3 Item E – in boxes #3 thru 5</p>
A.	<p>SACRR Meetings / Regional Hearings.</p> <p>Documents include but are not limited to: notes on logistics planning, site visits, regional office outreach, panels etc. These documents relate to: 1st SACRR Meeting – DC; 1st SACRR Regional Hearing – Miami; 2nd SACRR Regional Hearing - Phoenix; 3rd SACRR Regional Hearing – Pittsburgh; 4th SACRR Regional Hearing – Denver; 5th SACRR Regional Hearing – Minneapolis; the SACRR Teleconference – DC; and the Final SACRR Meeting – DC.</p> <p>Disposition: TEMPORARY Destroy after 2 years. <i>after committee termination.</i></p>		
B.	<p>SACRR Subcommittee Documents.</p> <p>Documents include, but are not limited to email notes on logistics, agenda, background information and other communications of the: Executive Committee (of the SACRR); Communications and Oversight Subcommittee; Data and Information Subcommittee; Flexibility in Regulation Subcommittee; and the Coordination Subcommittee and its ad hoc group on FDA and research issues.</p> <p>Disposition: TEMPORARY Destroy after 2 years. <i>after committee termination.</i></p>		

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C.	<p>Report to the Secretary.</p> <p>Documents include but are not limited to email notes on report layouts, recommendation crosswalk, approvals for printing (HHS Form 615) and background information and materials.</p> <p>Disposition: TEMPORARY Destroy after 2 years. <i>after committee termination.</i></p>		
D.	<p>Other Background related to Regulatory Reform.</p> <p>Documents include, but are not limited to, papers commissioned on behalf of the SACRR and/or supplied by the NIH Regulatory Burden workgroup, the National Chronic Care Consortium meeting, GAO, Kaiser Family Foundation; technical briefings provided by CMS, FDA and Department staff to different subcommittees on various programmatic issues (e.g., ABN's, HIPAA Privacy Rule, etc.); and regulatory/legislative background documents.</p> <p>Disposition: TEMPORARY <i>Permanent</i> Destroy after 2 years. <i>Transfer to National Archives 7 years after committee termination.</i></p>		
E.	<p>Other Administrative and Miscellaneous files.</p> <p>1. Documents include but are not limited to e-mail and other notes related to: work planning documents, listserv set up plans, other meeting logistics, correspondence (including thank you notes); internal & external listening session notes; power-point slides used in briefings with internal and external groups; comments received by the Committee in their original electronic version; and contractor support information.</p> <p>2. <i>See attachment.</i></p> <p>Disposition: TEMPORARY Destroy after 2 years. <i>after committee termination.</i> Total Volume: 10 cubic feet</p> <p><u>OS Clearances:</u></p> <p>Mary Oliver-Anderson: <i>Mary Oliver-Anderson</i> 1/30/2003 for OS Records Officer Date</p> <p>Ross Cirrincoine: <i>Robert J. Eckert</i> <i>for Rosaria Cirrincione</i> 02/04/03 Dir., FOI/Privacy Acts Div. Date</p> <p>Katherine Drews: <i>Katherine Drews</i> 2-14-03 Associate General Counsel Date</p>		Item A - in box #1 Item B - in boxes #1 thru 3 Item C - in boxes #3 thru 7 Item D - in boxes #7 thru 8 Item E - in boxes #9 thru 10

Attachment to Job No. N1-468-03-1
Records of the Secretary's Advisory Committee on Regulatory Reform
Department of Health and Human Services

E. Other Administrative and Miscellaneous files.

2. Electronic Mail and Word Processing System Copies

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. DELETE after recordkeeping copy is produced and no longer needed for business use.

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.