

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Department of Health and Human Services

2 MAJOR SUBDIVISION Office of the Secretary

3 MINOR SUBDIVISION Office of the Asst. Sec. for Administration and Management

4 NAME OF PERSON WITH WHOM TO CONFER
Charles Havekost *Havekost* (202) 690-8443
Elaine Pankey (202) 690-5687

LEAVE BLANK (NARA use only)

JOB NUMBER
71-468-04-1

DATE RECEIVED
11-21-2003

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE *11/21/03* ARCHIVIST OF THE UNITED STATES
Allen W. Barrett

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,

is not required, is attached, or has been requested

DATE NOV 17 2003 SIGNATURE OF AGENCY REPRESENTATIVE *A. Prentice Barnes, Sr.* TITLE Departmental Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>GRANTS.GOV Schedule of Records Disposition</p> <p>(See attached)</p> <p>Peter Laub <i>Peter Laub</i> OCT 12 2003 TERRY Nicolosi <i>Terry Nicolosi</i> PMD Rep for Grants.gov Program Management Team (202) 205-1270</p> <p>Alice Bettencourt <i>Alice Bettencourt</i> NOV 13 2003 Co-Manager, HHS Web Transition Team (202) 619-2493</p> <p>Ross Cirrincione <i>Ross Cirrincione</i> OCT 24 2003 Director, Freedom of Information/Privacy (202) 690-7453</p> <p>Katherine Drews <i>Katherine M. Drews</i> NOV 6 2003 Associate General Counsel (202) 619-0150</p>		

Grants.gov Records

Background: Grants.gov was developed under President George W. Bush's management agenda to allow organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is the single access point (portal) for over 900 grant programs, offered by the 26 Federal grant-making agencies, for all federal grant customers to find, apply and ultimately manage grants on-line.

1. Project Records.

a. eGov Official Managing Partner Records.

Records that are created by HHS while serving the role of Managing Partner for the Grants.Gov. Files may include, but are not limited to, policy and procedure files, planning files, final business case, final meeting/briefing agendas, external comments, correspondence, and any final reports or evaluations that are submitted to OMB.

DISPOSITION. **PERMANENT.** Cut off when OMB deliverable has been met or no longer needed to conduct agency business, whichever is later. Transfer to records center 5 years after cut off. Transfer to National Archives 10 years after cut off

b. Other Project Management and Administrative Records.

Project materials and working files that relate to oversight and management of the Grants.gov Initiative. Files include background materials, revisions, copies of meeting agendas and notes, training and workshop materials, internal comments and revisions, project plans and status, monthly statistics, correspondence, copies of status reports, performance matrix, and other materials that relate to project management and administration such as copies of budgetary materials, schedules, agency issuances (routine press releases, news articles, or instructions posted on Grants.gov) or proposals for other related initiatives. These materials may also include those of an on-going nature in the maintenance of the Grants.gov website.

DISPOSITION. **TEMPORARY.** Cut off at the end of FY. Destroy/delete 5 years after cut off

2. Web Site Technical Operations Records.

a. Change Request, Migration, and Usage Reports.

Records that document the requirements, design, implementation, change management, testing, validation, and continuing maintenance of website components, including any tasks conducted by Agency contractors.

DISPOSITION **TEMPORARY.** Cut off at the end of FY. Destroy/delete 1 year after cut off

b. Electronic Code.

Electronic code (html , etc.) that contains the information to produce the Grants.gov website at any given point in time.

DISPOSITION: **TEMPORARY.** Code is superseded on ongoing basis when new pages are posted, updated, or removed

3. Web Site Content Records.

a. Grant Database.

Dynamic records accumulated in a database and associated documentation in relation to the posting and submission for grants. Fields include organization name, address information, tracking numbers function record, funding opportunity number, competition ID, agency information, requested amount, and applicant type

DISPOSITION: **TEMPORARY.** Delete records when superseded, obsolete, or no longer needed for agency business.

b. Grant Applications/Submissions

Records that are created in the online application process that are kept in Grants.gov in a pdf format with associated materials, transmission data, and documentation.

DISPOSITION. **TEMPORARY.** Delete once transfer to granting agency has acknowledged and verified accuracy of receipt.

c. Grant Packages

Records posted by the grant making agency that comprise a complete grant application for a specific funding opportunity. The application package also contains critical information about the opportunity including the issuing agency, the open/close dates and the agency point of contact. Each funding opportunity will have its own application package.

DISPOSITION: **TEMPORARY.** The length of time posted on the Grants.gov website is determined by the posting agency and may be deleted when superceded or obsolete.

4. Electronic Mail and Word Processing System Copies

a. 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.

DISPOSITION: **TEMPORARY**. Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DISPOSITION: **TEMPORARY**. Delete when dissemination, revision, or updating is complete.

3/11/05 NARA final

Approved by HHS/OS - RD on 3/3/05