

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

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

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

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION Assistant Sec. for Admin. and Mgmt.
Program Support Center (PSC), Div. of Cost Allocation (DCA)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Elaine Pankey, Acting OS Records: 202-690-5687
Alvetta Jones, PSC Records: 301-443-5252

LEAVE BLANK (NARA use only)

JOB NUMBER
71-468-06-2

DATE RECEIVED
8-14-2006

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES
4/11/07 Alice Bettencourt

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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
8/11/06 Alice Bettencourt for DHHS 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 GRS OR SUPERSEDED JOB CITATION	10.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>Revisions of the Office of the Secretary (OS) Records Disposition Schedule Record Group 468 to include the Assistant Secretary for Administration and Management (ASAM), Program Support Center (PSC), Division of Cost Allocation (DCA).</p> <p>These are records created by the Division of Cost Allocation (DCA) which provide indirect cost rate and cost rate and cost allocation plan negotiation services to Federal Departments and Agencies where HHS is designated by OMB as the cognizant Federal Agency.</p> <p>Unless specifically stated otherwise in the description or the retention, all items are media-neutral and apply to paper, electronic, microform, or other media in which records may exist.</p>		

SA 4/11/07 copies sent to NARA, NARA, NR

Darryl W. Mayes

Darryl W. Mayes
Acting National Director, Division of Cost Allocation

8-10-06
Date

Robert Eckert

Robert Eckert
Director, Freedom of Information Privacy Acts Div.

8/10/06
Date

Jeffrey S. Davis

Jeffrey Davis
Associate General Counsel

8-11-2006
Date

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>1102-02 <u>Indirect Cost Agreement Files</u>: These files contain the formal correspondence and negotiation agreements between the Federal government and the grantee institution. Files are maintained for each grantee. Also included is associated data maintained in a tracking system.</p> <p>Disposition: TEMPORARY. Cut off at end of Fiscal Year (FY) in which agreement is terminated or superseded by another agreement. Destroy/delete agreement 25 years after cut off.</p>		
2	<p>1102-03 <u>Indirect Cost Proposal Files</u>: These files contain the original indirect cost proposal, review and analysis notes regarding the development of negotiation positions, site visit summaries and negotiation notes. The Federal government reimburses grantees and contractors for facilities and administrative (indirect) costs incurred by an institution while conducting Federal programs. The indirect cost rate is the primary mechanism used to determine the amount of indirect costs that will be reimbursed to an institution. The file documents are used as the basis for establishing indirect cost rates and cost allocation plans that are published in a formal negotiation agreement. Also included is associated data maintained in a tracking system.</p> <p><i>at end of</i></p> <p>Disposition: TEMPORARY. Cut off in Fiscal Year (FY) in which agreement is negotiated. Retain for 3 to 10 years after cut off depending on business needs. <i>Destroy between 3 and 10</i></p>		