

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-468-09-4</i>	DATE RECEIVED <i>9/21/09</i>
1. FROM (Agency or establishment) <i>Department of Health and Human Services</i>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of General Counsel			
4. NAME OF PERSON WITH WHOM TO CONFER Elaine Pankey	5. TELEPHONE (202) 690-5687	DATE <i>9/21/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 09/17/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne Z. Wilson</i>	TITLE HHS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule: HHS Office of General Counsel Matter Tracking System (MTS) See attached.		

Attachment to SF115, Department of Health and Human Services (HHS) Request for Records Disposition Authority for HHS Office of the Secretary/Office of the General Counsel (OGC) Matter Tracking System (MTS)

Item 1. The HHS Office of General Counsel (OGC) has a matter and time tracking system called Matter Tracking System (MTS). The MTS contains OGC's current and historical workload. OGC uses reporting tools to retrieve matter data for workload analysis, budget formulation and execution, and cost recovery purposes. This is an ad hoc tracking system, used by multiple Washington, DC-based and regional HHS OGC offices. Those legal matters that occur 'informally', by phone, e-mail, meetings, discussions in the hall, etc., but that do result in legal advice or guidance, are not document in MTS.

- a. Master File: Contains workflow and time tracking information. Data fields include date of matter, OGC staff assigned to the matter, name of the matter (e.g., name of lawsuit, EEO case, research), and time spent on the matter, court calendar information and other critical deadlines. The system also contains some scanned copies of legal research, and correspondence.

Disposition: TEMPORARY. Cut off annually at close of legal matter.
Delete/Destroy 20 years after cutoff.

- ~~b. Output: Ad hoc reports on incomplete tasks, matters, commitments, contacts, personnel, office wide court calendar information, resource utilization, and attorney case aging.~~

~~Disposition: TEMPORARY. GRS 20, item 12a and GRS 20, item 16~~

- ~~c. Documentation: TEMPORARY. GRS 20, item 11a1~~