

Request for Records Disposition Authority

Records Schedule Number DAA-0510-2017-0003
Schedule Status Approved

Agency or Establishment Agency for Health Care Research and Quality
Record Group / Scheduling Group Records of the Agency for Health Care Policy and Research
Records Schedule applies to Agency-wide
Schedule Subject Executive Secretary Controlled Correspondence System
Internal agency concurrences will be provided No

Background Information The Executive Controlled Correspondence System includes scanned images of incoming and outgoing correspondence. This is being created to establish a completely electronic schedule for controlled correspondence, previously scheduled under N1-510-02-001. This schedule makes the record keeping copy completely electronic as of 2010 and any paper records that exist prior to 2010 should be transferred to NARA under N1-510-02-001.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0510-2017-0003

Sequence Number	
1	Executive Secretary Controlled Correspondence System Disposition Authority Number: DAA-0510-2017-0003-0001

Records Schedule Items

Sequence Number	
1	<p>Executive Secretary Controlled Correspondence System</p> <p>Disposition Authority Number DAA-0510-2017-0003-0001</p> <p>The AHRQ Executive Secretary Controlled Correspondence System files include responses to requests from within or outside the Agency for review and comment on documents; requests for approval of program activities by AHRQ offices and centers; congressional inquiries; and inquiries from private industry and private citizens. This system includes scanned images of incoming and outgoing controlled correspondence and consists of such data items as correspondence ID number, subject, to/from, signature information, assigned to, due date, subject, comments, entered by, entry date, date completed and any updated information. Documentation contains data dictionaries, program codes and record layouts for the data fields, user manuals, glossaries for program terms and acronyms, or related materials needed to use and understand the system.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This is electronic records.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-510-02-0001/1 N1-510-02-0001/2/A N1-510-02-0001/2/C</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2012</p>

What will be the date span of the Initial transfer of records to the National Archives? From 2012 To 2012

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.5 GB	3.5 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/27/2017	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
07/20/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/25/2017	Submit For Certification	Patricia Bosco	Program Analyst	Information Technology - Records Management
07/25/2017	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
07/26/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/26/2017	Submit For Certification	Patricia Bosco	Program Analyst	Information Technology - Records Management
07/26/2017	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
09/21/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/21/2017	Submit For Certification	Patricia Bosco	Program Analyst	Information Technology - Records Management
09/21/2017	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
10/19/2017	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2017	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist