

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
 Agency for Healthcare Research and Quality

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Shelly D. Anderson 3/19/02 301-596-1304
 Shelly D. Anderson

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-510-02-1

DATE RECEIVED
4/17/02

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
6-3-04 *John W. Paul*

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 2 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
 APR 18 2002 *A. Prentice Barnes, Sr.* HHS Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested to revise/modify/update Items 9 and 10 in the AHRQ Disposition Schedule NI-510-94-1. Item Number 9 is revised to modify the description of the files, the office of record, and the disposition from permanent to temporary. Item Number 10 which was previously described as "reserved," now contains a finite description and disposition.</p> <p>Please see attached.</p> <p><i>see revised version appended by AHRQ 2/24/04</i></p> <p><i>cl Agency, NWMD, NWME, NWMA</i></p>		

Approved by AHRQ
2/24/14

RETENTION SCHEDULE
Executive Secretary Controlled Correspondence System
N1-510-94-1

The Agency for Healthcare Research and Quality's (AHRQ) Executive Secretariat (Exec Sec) Controlled Correspondence System is used to maintain and track documents including those originating from inside the Agency addressed to the Director or Deputy Director for approval, and those originating outside the Agency that require action or a response.

Superseded by:

DAA-0510-2017-0008-0001
DATE (MM/DD/YYYY):
10/25/2017

1. Exec Sec Controlled Correspondence Files. Files consist of paper copies of correspondence and related background documents that are signed by the Director, Deputy Director, or the Office and Center Directors. Files include responses to requests from within or outside the Agency for review and comments on documents; requests for approval of program activities by AHRQ offices and centers; congressional inquiries; and inquiries from private industry and private citizens. The files are referred to as "C" (Correspondence - originating outside of the Agency prior to 1999), "D" (Documents/requests originating within the Agency) and/or "CTS" (Correspondence Tracking System - the term used after 1999 to refer to correspondence originating outside of the Agency). (Supersedes N1-510-94-1, Item 9).

~~DISPOSITION: PERMANENT. Cut off at end of calendar year. Retire to records center 3 years after cut off. Transfer to National Archives 10 years after cut off.~~

(Before records are retired to records center, AHRQ's legal advisor will be contacted to determine if any records that qualify for retirement should be maintained at AHRQ site.)

2. Electronic Data and Image Files. Consists of data such 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. Files also include scanned images of incoming and outgoing correspondence. Data is entered manually and from scanned imaging program. (Supersedes N1-510-94-1, Item 10)

Superseded by:

DAA-0510-2017-0008-0001
DATE (MM/DD/YYYY):
10/25/2017

- a. Record keeping copy.

DISPOSITION. PERMANENT. Cut off at end of calendar year. Transfer to National Archives 3 years after cutoff (at time that paper copies, Item 1, are retired to a records center), in a format complying with NARA regulations (36 Code of Federal Regulations (CFR) 1228.270): transfer of machine-readable records to National Archives.

Superseded by:

DAA-GRS-2016-0016-0002

DATE (MM/DD/YYYY):

07/2017

b. Additional copy.

DISPOSITION. **TEMPORARY.** Delete when no longer needed for operational purposes or at time of transfer of Item 7, to National Archives, whichever is later. *Ja*

Superseded by:

DAA-0510-2017-0003-0001

DATE (MM/DD/YYYY):

10/25/2017

c. 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 Item 10.

DISPOSITION. **PERMANENT.** Transfer to National Archives with corresponding electronic data files, Item 10a. *Ja*

d. Outputs. Regular and ad hoc reports on overdue actions or responses, or printed images of correspondence.

DISPOSITION. **TEMPORARY.** File with appropriate record series or destroy or delete when no longer needed for administrative, legal, fiscal, or reference purposes, as applicable.

Superseded by:

DAA-GRS-2016-0016-0002

DATE (MM/DD/YYYY):

07/2017

e. Back-up Files. Electronic copies retained in case the system is damaged or inadvertently erased. File identical to records scheduled for transfer to National Archives. *GRS*

DISPOSITION. **TEMPORARY.** (General Records Schedule (GRS) 20, Item 8.a.). Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to National Archives and successfully copied.

3. Word Processing and Electronic Records. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Superseded by:

DAA-GRS-2016-0016-0002

DATE (MM/DD/YYYY):

07/2017

a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

DISPOSITION. TEMPORARY. Destroy/delete within 180 days after the record keeping copy has been produced.

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

Superseded by:

DAA-GRS-2016-0016-0002

DATE (MM/DD/YYYY):

07/2017

DISPOSITION. TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.

At time of transfer to the National Archives duplicative, fragmentary, non record materials, and those covered by the GRS may be disposed without further permission from AHRQ.