

Request for Records Disposition Authority

Records Schedule Number DAA-0512-2018-0001
Schedule Status Approved

Agency or Establishment Health Resources and Services Administration
Record Group / Scheduling Group Records of the Health Resources and Services Administration
Records Schedule applies to Agency-wide
Schedule Subject Office of Inspector General (OIG) Hotline Complaints
Internal agency concurrences will be provided Yes

Background Information The Division of Financial Integrity (DFI) is within the Office of Federal Assistance Management (OFAM) and is responsible for assisting HRSA program and grants staff with assessing and increasing the financial integrity of HRSA grantees and grant applications.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0512-2018-0001

Sequence Number	
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1	Office of Inspector General (OIG) Hotline Complaint
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1.1	OIG Hotline Complaint Disposition Authority Number: DAA-0512-2018-0001-0001
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Records Schedule Items

Sequence Number	
1	Office of Inspector General (OIG) Hotline Complaint
1.1	OIG Hotline Complaint
	Disposition Authority Number DAA-0512-2018-0001-0001
	Hotline Complaints relating to HRSA programs and/or employee matters assigned to HRSA by OIG for administrative review. The records include the initial complaint, communication to the Bureaus/Offices (B/O) primarily responsible for administrative review, response from the B/Os and HRSA's response to the OIG. These records are not used for congressional input.
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No
	Disposition Instruction
	Cutoff Instruction Cut off at the end of calendar year in which case is closed.
	Transfer to Inactive Storage Transfer records to the Federal Records Center 1 years after cutoff. This apply to only paper records.
	Retention Period Destroy 5 year(s) after cutoff.
	Additional Information
	GAO Approval Not Required

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
12/01/2017	Certify	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
12/07/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/08/2017	Submit For Certification	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
02/28/2018	Certify	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
03/01/2018	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
03/01/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist