

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0512-2024-0001

Status: APPROVED  
Date Approved: 06/22/2024

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## General Information

Agency or Establishment	Health Resources and Services Administration
Record/Scheduling Group	0512 - Records of the Health Resources and Services Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Employee Performance Records for Presidential Appointees
Additional Schedule Information	The Office of Human Resources is responsible for managing Presidential Appointees' performance records. Presidential appointees are not covered by the GRS. The Exclusion: Performance records of Presidential appointees are not covered by the GRS such records must be scheduled by submitting an agency-specific schedule to NARA (DAA-GRS-2017-0007-0010 GRS 2.2, item 072)
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0512-2024-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Employee Performance Records for Presidential Appointees	Temporary

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Records Schedule Items

DAA-0512-2024-0001-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Employee Performance Records for Presidential Appointees	
Item Description	Performance records pertaining to Presidential appointees not covered by the General Records Schedule (GRS).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	0512	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	Yes	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff upon the end of the employee Presidential appointment	
Retention Period	Destroy 5 year(s) after the cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	06/22/2024