

Request for Records Disposition Authority

Records Schedule Number **DAA-0513-2013-0001**
 Schedule Status **Approved**

Agency or Establishment **Indian Health Service**
 Record Group / Scheduling Group **Records of the Indian Health Service**
 Records Schedule applies to **Major Subdivision**
 Major Subdivision **Office of Management Services**
 Minor Subdivision **Division of Regulatory Affairs**
 Schedule Subject **Rulemaking Records**
 Internal agency concurrences will be provided **Yes**

Background Information **The Office of Management Services (OMS) provides Indian Health Service (IHS) - wide leadership, guidance and support for the management of grants, acquisitions, ethics, records management, personal property and supply, and the regulations program. The Division of Regulatory Affairs (DRA) responsibilities include but are not limited to the following: manages IHS' overall regulations program, facilitates the submission and clearance of documents published in the Federal Register, advises the IHS Director and liaises with Health and Human Services (HHS), Office of General Counsel (OGC), determines the need for and obtains legal clearance of IHS directives and other issuances, and oversees the retrieval and transmission of information in response to requests received under the Freedom of Information Act (FOIA) or the Privacy Act.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0513-2013-0001

Sequence Number	
1	Rulemaking Files
1 1	Adopted Rules Disposition Authority Number DAA-0513-2013-0001-0001
1 2	Rules Not Adopted Disposition Authority Number DAA-0513-2013-0001-0002
1 3	IHS Comments on Proposed HHS Rules Disposition Authority Number DAA-0513-2013-0001-0003

Records Schedule Items

Sequence Number	
1	<p>Rulemaking Files The records profiled in this schedule are created in accordance with the Administrative Procedures Act, which governs the process by which Federal agencies document the development, clearance, and processing of proposed and final rules for publication in the Federal Register. The files reflect IHS' administrative actions, as they pertain to the rulemaking process, and may consist of public comments on issue at hand and the IHS response, correspondence to and from the Office of Management and Budget (OMB) and the Office of the Federal Register, briefing notes, press releases, charters, records that document negotiated rulemaking activities, including records that substantiate stakeholder meetings, final rule comments from HHS, and background and supporting materials</p>
1 1	<p>Adopted Rules Disposition Authority Number DAA-0513-2013-0001-0001</p> <p>Case files documenting the rulemaking process. Consists of documents accumulated in drafting, reviewing, commenting on, and otherwise providing guidance on all final rules. Includes, but is not limited to background materials used in developing the regulation, drafts of the rules, internal and external comments received on the drafts, public comment logs, tribal charters, records that document negotiated rulemaking activities, including records that document the proceedings of stakeholder meetings and public hearings, reports, regulation logs, press releases, briefing papers, and correspondence with OMB and the Office of the Federal Register</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-513-92-005, Item I-6-21</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of FY after publication of the final rule</p> <p>Transfer to Inactive Storage Transfer to a FRC 3 years after cutoff</p> <p>Retention Period Destroy 10 year(s) after cutoff</p>

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Additional Information

GAO Approval Not Required

Rules Not Adopted

Disposition Authority Number DAA-0513-2013-0001-0002

Case files documenting IHS proposed rules that were not adopted Consists of documents accumulated in drafting, reviewing, commenting on, and otherwise providing guidance on all proposed rules Includes background materials, and internal an external comments

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

GRS or Superseded Authority Citation N1-513-92-005, item I-6-21

Disposition Instruction

Cutoff Instruction Cutoff at end of FY after decision not to adopt proposed rule

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

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IHS Comments on Proposed HHS Rules

Disposition Authority Number DAA-0513-2013-0001-0003

Case files documenting the IHS response to proposed rule changes in HHS Operating Divisions (e g , Centers for Medicare and Medicaid Services (CMS), Food and Drug Administration (FDA)) Consists of IHS-cleared comments the HHS staff might have considered when analyzing the issue

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

GRS or Superseded Authority Citation	N1-513-92-005, item I-6-21
Disposition Instruction	
Cutoff Instruction	Cut off at end of FY after a response has been provided
Retention Period	Destroy 3 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
05/01/2013	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
06/20/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/12/2013	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
07/16/2013	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
12/17/2013	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist