

Request for Records Disposition Authority

Records Schedule Number DAA-0513-2015-0002
 Schedule Status Returned Without Action

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 Request for Legal Opinion
 Internal agency concurrences will be provided No

WITHDRAWN

Background Information The Office of Management Services (OMS) provides 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: management of IHS' overall regulations program; facilitates the submission and clearance of documents published in the Federal Register; advises the IHS Director and liaisons 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 0 | 0 | 0 | 1 |

GAO Approval

Outline of Records Schedule Items for DAA-0513-2015-0002

Sequence Number

1.

Request for Legal Opinion

1.1

Request for Legal Opinion Files

Disposition Authority Number: DAA-0513-2015-0002-0001

WITHDRAWN

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | Request for Legal Opinion |
| 1.1 | Request for Legal Opinion Files |
| | Disposition Authority Number DAA-0513-2015-0002-0001 |
| | Case files documenting program requests for advice or guidance on the legality of Agency operations. Requests for legal advice are initially reviewed, researched, and responded to by DRA policy analysts before being forwarded to the Director, DRA, and subsequently to the HHS OGC, Public Health Division, for an opinion. The files may contain correspondence requesting an opinion, copies of the written opinion, and related documentation. |
| | Final Disposition Temporary |
| | Item Status Withdrawn |
| | 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 Close file on date opinion is provided or when most recent advice or guidance supersedes the previous position. |
| | Retention Period Destroy 20 year(s) after file closure or when no longer needed for reference, whichever is later. |
| | Additional Information |
| | GAO Approval Not Required |

WITHDRAWN

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 |
|------------|-----------------------|--------------------|----------------------------|--|
| 03/24/2015 | Certify | Christopher Forney | Records Management Officer | Indian Health Service - Division of Administrative Services |
| 03/26/2015 | Return Without Action | Valerie Terray | Archives Specialist | National Archives and Records Administration - Records Management Services |

WITHDRAWN