

## Request for Records Disposition Authority

Records Schedule Number: **DAA-0513-2015-0007**  
 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 Environmental Health and Engineering**  
 Minor Subdivision: **Division of Facilities Planning and Construction**  
 Schedule Subject: **Building Construction**  
 Internal agency concurrences will be provided: **No**

**Background Information**

The Indian Health Service (IHS), in meeting its mission, designs and constructs inpatient and outpatient health care facilities. These actions are coordinated by the Office of Environmental Health and Engineering (OEHE), Division of Facilities Planning and Construction (DFPC). DFPC is responsible for administering the construction program including the Healthcare Facilities Construction Priority System, the Joint Venture Construction Program, the Small Ambulatory Program, and the Dental Facilities Program. Facility types include hospitals, health centers, substance abuse treatment centers, and staff quarters as authorized by the Snyder Act, 25 U.S.C., 13, and the Indian Health Care Improvement Act (IHCA), Public Law (P.L.) 94-437. IHS also contracts with Tribes and/or Tribal organizations, thru the Indian Self-Determination Education Assistance Act (ISDEAA), Public Law (P.L.) 93-638, for design and construction of new and renovated health facilities.

**Item Count**

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2                                 | 0                                     | 2                                     | 0                                     |

**GAO Approval**

## Outline of Records Schedule Items for DAA-0513-2015-0007

| Sequence Number |   |
|-----------------|---|
| 1               | Healthcare Facilities Construction Priority System Files<br>Disposition Authority Number: DAA-0513-2015-0007-0001 |
| 2               | Youth Regional Treatment Center Project Files<br>Disposition Authority Number: DAA-0513-2015-0007-0002            |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>Healthcare Facilities Construction Priority System Files</b></p> <p>Disposition Authority Number      <b>DAA-0513-2015-0007-0001</b></p> <p>This series, as authorized by the Indian Health Care Improvement Act (IHCIA), Public Law (P.L.) 94-437, consists of documents related to the overall planning development of health care facilities and health staff quarters prior to their construction or rehabilitation. Records include but are not limited to: correspondence, Program Justification Document (e.g., consists of reports, justifications, assessments, etc.), Program of Requirements (e.g., consists of summaries, cost or budget estimates, site selection and evaluation reports), drawings (i.e., floor and site plans), Post Occupancy Evaluation (POE), Housing Verification Survey, Facilities Project Approval Agreement (FPAA) (components include Project Definition Rating Index PDRI and Project Delivery and Contract Strategy (PDCS), amendments, copies of still photographs, and other related documentation.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Close file upon opening of facility unless a Post Occupancy Evaluation is required.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after opening of facility or upon conducting a Post Occupancy Evaluation, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p> |
| 2               | <p><b>Youth Regional Treatment Center Project Files</b></p> <p>Disposition Authority Number      <b>DAA-0513-2015-0007-0002</b></p> <p>This series, as authorized by Pub. L. No. 102-573, covers records related to the planning, designing, and building of area or regional-based chemical dependency treatment centers by the IHS or contracted specifically for the Agency. Records include but not limited to: correspondence, Program Justification</p>  |

Document (e.g., consists of reports, justifications, assessments, etc.), Program of Requirements (e.g., consists of summaries, cost or budget estimates, site selection and evaluation reports), Facilities Project Approval Agreement (FPAA) (e.g., components include Project Definition Rating Index (PDR) and Project Delivery and Contract Strategy (PDCS), amendments, copy of still photographs, and other related documentation. Series is arranged by Area Office.

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 Close file upon opening of facility.

Retention Period Destroy 5 year(s) after opening of facility. NOTE: Final blueprints, maps, and architectural drawings are managed by Area Offices and the Division of Engineering Services.

**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   |
|------------|--------------------------|--------------------|---|--|
| 06/25/2015 | Certify                  | Christopher Forney | Records Management Officer              | Indian Health Service - Division of Administrative Services                |
| 07/14/2015 | Return for Revision      | Valerie Terray     | Archives Specialist                     | National Archives and Records Administration - Records Management Services |
| 07/24/2015 | Submit For Certification | Christopher Forney | Records Management Officer              | Indian Health Service - Division of Administrative Services                |
| 07/24/2015 | Certify                  | Christopher Forney | Records Management Officer              | Indian Health Service - Division of Administrative Services                |
| 08/27/2015 | Return for Revision      | Valerie Terray     | Archives Specialist                     | National Archives and Records Administration - Records Management Services |
| 09/02/2015 | Submit For Certification | Christopher Forney | Records Management Officer              | Indian Health Service - Division of Administrative Services                |
| 09/02/2015 | Certify                  | Christopher Forney | Records Management Officer              | Indian Health Service - Division of Administrative Services                |
| 10/14/2015 | Submit for Concurrence   | Valerie Terray     | Archives Specialist                     | National Archives and Records Administration - Records Management Services |
| 10/14/2015 | Concur                   | Margaret Hawkins   | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |

|            |         |                 |   |  |
|------------|---------|-----------------|---|--|
| 10/14/2015 | Concur  | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 10/16/2015 | Approve | David Ferriero  | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |