

Request for Records Disposition Authority

Records Schedule Number DAA-0513-2015-0011
Schedule Status Approved

Agency or Establishment Indian Health Service
Record Group / Scheduling Group Records of the Indian Health Service
Records Schedule applies to Agency-wide
Schedule Subject Fellowship and Residency Records
Internal agency concurrences will be provided No

Background Information The records profiled in this schedule document accepted applicants who successfully complete an IHS fellowship or residency program. Participants may practice in disciplines such as engineering and health care.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0513-2015-0011

Sequence Number	
1	Fellowship and Residency Records
1.1	Successful applicants. Disposition Authority Number: DAA-0513-2015-0011-0001
1.2	Unsuccessful applicants. Disposition Authority Number: DAA-0513-2015-0011-0002

Records Schedule Items

Sequence Number	
1	<p>Fellowship and Residency Records This records series is related to activities documenting the actions of individuals accepted into and successfully completing an IHS-sponsored fellowship or residency program. Participants may be enrolled in programs leading to the award of an advanced degree or certification in a special interest area. Records may include, but not limited to: applications, correspondence, project papers or other final deliverables, summary of participant achievements and meeting summaries.</p>
1.1	<p>Successful applicants.</p> <p>Disposition Authority Number DAA-0513-2015-0011-0001</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GRS or Superseded Authority Citation N1-513-92-1, Item 4-6-1 N1-513-92-1, Item 4-6-2 N1-513-92-1, Item 4-6-3 N1-513-92-1, Item 4-6-4 N1-513-92-1, Item 4-6-5 N1-513-92-1, Item 4-6-6</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files annually.</p> <p>Retention Period Destroy 20 year(s) after completion of fellowship or residency.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Unsuccessful applicants.</p> <p>Disposition Authority Number DAA-0513-2015-0011-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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 files annually.
Retention Period	Destroy 1 year(s) after applicant rejected or withdrawal from program.
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
08/31/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
09/02/2015	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/10/2015	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
09/10/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
04/19/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist