

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0220-2011-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0220-2011-0001
Schedule Status Returned Without Action

Agency or Establishment Department of Health and Human Services
Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Secretary, Office of the Assistant Secretary for Health
Minor Subdivision President's Council on Bioethics (PCB)
Schedule Subject Records of the Department of Health and Human Services,
President's Council on Bioethics

Internal agency concurrences will be provided Yes

Background Information This records schedule will apply to all records created and received in the course of official business of the Department of Health and Human Services, President's Council on Bioethics. The President's Council on Bioethics was established in response to Executive Order 13446, dated September 28, 2007, and Executive Order 13237, dated November 28, 2001, to advise the President on bioethical issues that may emerge as a consequence of advances in biomedical science and technology. The mission of the Council includes the following: (1) to undertake fundamental inquiry into the human and moral significance of developments in biomedical and behavioral science and technology; (2) to explore specific ethical and policy questions related to these developments; (3) to provide a forum for a national discussion of bioethical issues; (4) to facilitate a greater understanding of bioethical issues; and (5) to explore possibilities for useful international collaboration on bioethical issues. This Council was terminated on September 30, 2009.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	13

GAO Approval

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Outline of Records Schedule Items for DAA-0220-2011-0001

Sequence Number	
1	Council Charters, Organizational Charts, Biographies, Photographs Disposition Authority Number: DAA-0220-2011-0001-0001
2	Council Meeting Transcripts, Briefing Books, Handouts and Reports Disposition Authority Number: DAA-0220-2011-0001-0002
3	Publications Disposition Authority Number: DAA-0220-2011-0001-0003
4	Freedom of Information Act and Privacy Act (FOIA) Requests Disposition Authority Number: DAA-0220-2011-0001-0004
5	Office Administrative Files Disposition Authority Number: DAA-0220-2011-0001-0005
6	Travel Authorizations and Vouchers Disposition Authority Number: DAA-0220-2011-0001-0006
7	Ethics Reports Disposition Authority Number: DAA-0220-2011-0001-0007
8	Chairman and Executive Director's Files
8.1	Chairman and Executive Director's Files - Programmatic Disposition Authority Number: DAA-0220-2011-0001-0008
8.2	Chairman and Executive Director's Files - Short-term Disposition Authority Number: DAA-0220-2011-0001-0009
9	Council Members and Staff Files
9.1	Council Members and Staff Files - Programmatic Disposition Authority Number: DAA-0220-2011-0001-0010
9.2	Council Members and Staff Files - Transitory Disposition Authority Number: DAA-0220-2011-0001-0011
10	Public Comments and Public Service Announcements
10.1	Public Comments and Public Service Announcements - Programmatic Disposition Authority Number: DAA-0220-2011-0001-0012
10.2	Public Comments and Public Service Announcements - Miscellaneous Disposition Authority Number: DAA-0220-2011-0001-0013

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0220-2011-0001

Records Schedule Items

Sequence Number											
1	<p>Council Charters, Organizational Charts, Biographies, Photographs</p> <p>Disposition Authority Number DAA-0220-2011-0001-0001</p> <p>Documents relating to the establishment of the President's Council on Bioethics i.e., purpose, authority, functions, membership, etc., from 2001 – 2009. Include organizational charts, biographies of the council members. Documents arranged by calendar year.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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>Disposition Instruction</p> <p>Cutoff Instruction Unknown</p> <p>Transfer to Inactive Storage Unknown</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after cut-off</p> <p>Additional Information</p> <p>First year of records accumulation 2001</p> <p>End year of records accumulation 2009</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>1.0 Cubic feet</td> <td>32.0 Cubic feet</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	1.0 Cubic feet	32.0 Cubic feet
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital											
Paper	1.0 Cubic feet	32.0 Cubic feet									

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0220-2011-0001

Microform		
Hardcopy or Analog Special Media		

2

Council Meeting Transcripts, Briefing Books, Handouts and Reports

Disposition Authority Number DAA-0220-2011-0001-0002

Documents include briefing books, meeting agendas, meeting transcripts, handouts, video and audio records of meetings, handwritten notes and comments, maintained by the Council, subcommittees, and special advisors. Documents arranged by calendar year and type of meeting.

Final Disposition Permanent

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 Unknown

Transfer to Inactive Storage Unknown

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after cut-off

Additional Information

First year of records accumulation 2001

End year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

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Request for Records Disposition Authority

Records Schedule: DAA-0220-2011-0001

Paper	7.0 Cubic feet	32.0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3

Publications

Disposition Authority Number DAA-0220-2011-0001-0003

Documents include final and pre-publication reports, and any other item published by the Council. Documents arranged by calendar year.

Final Disposition Permanent

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 Unknown

Transfer to Inactive Storage Unknown

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately upon approval of schedule.

Additional Information

First year of records accumulation 2001

End year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1.0 Cubic feet	32.0 Cubic feet

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Records Schedule: DAA-0220-2011-0001

Microform		
Hardcopy or Analog Special Media		

4

Freedom of Information Act and Privacy Act (FOIA) Requests

Disposition Authority Number DAA-0220-2011-0001-0004

Documents created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof covered under GRS 14, item 11.

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 Unknown

Transfer to Inactive Storage Unknown

Retention Period Follow General Records Schedule item.

Additional Information

GAO Approval Not Required

5

Office Administrative Files

Disposition Authority Number DAA-0220-2011-0001-0005

Documents include records accumulated that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists covered under GRS 23, item 1.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Unknown

Transfer to Inactive Storage Unknown

Retention Period Destroy 2 year(s) after

Additional Information

GAO Approval Not Required

Travel Authorizations and Vouchers

Disposition Authority Number DAA-0220-2011-0001-0006

Documents include paper copies of travel authorizations and vouchers from 2002 to 2009. All transactions have been fully executed, no pending issues. Records covered under GRS 9, item 1d.

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 Unknown

Transfer to Inactive Storage Unknown

Retention Period Destroy 2 year(s) after

Additional Information

GAO Approval Not Required

7

Ethics Reports

Disposition Authority Number DAA-0220-2011-0001-0007

Documents include financial disclosure forms submitted by Council Members from 2002 to 2009 as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records. Records are covered under GRS 25, item 2.

Final Disposition Temporary

Item Status Withdrawn

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	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	Unknown
	Transfer to Inactive Storage	Unknown
	Retention Period	Destroy 6 year(s) after
	Additional Information	
	GAO Approval	Not Required
8	Chairman and Executive Director's Files Documents include official record copies of correspondence (including electronic mail), and associated background materials (copies of incoming and outgoing memorandums, comments, drafts and similar documents), as well as reports, and studies of the Chairman and Executive Director of the President's Council on Bioethics, and official acting on behalf of these positions. Documents arranged by subject and calendar year.	
8.1	Chairman and Executive Director's Files - Programmatic	
	Disposition Authority Number	DAA-0220-2011-0001-0008
	Records documenting programs, policies, and signed agreements of the Council.	
	Final Disposition	Permanent
	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	Unknown
	Transfer to Inactive Storage	Unknown
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after cut-off
	Additional Information	
	First year of records accumulation	2001

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End year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2.0 Cubic feet	32.0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

8.2

Chairman and Executive Director's Files - Short-term

Disposition Authority Number DAA-0220-2011-0001-0009

b. Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days, e.g. routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. Originating office copies of letters of transmittal that do not add any information to that contained in the transmittal material, and receiving office copy if filed separately from transmitted material. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.

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 Unknown

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	Transfer to Inactive Storage	Unknown		
	Retention Period	Destroy immediately upon approval of schedule.		
	Additional Information			
	GAO Approval	Not Required		
9	Council Members and Staff Files Documents include official record copies of incoming and outgoing correspondence, memorandums, comments, drafts, (including electronic mail), and associated background materials from the Chairman to Council Members, communication from Chairman to staff members, communication with outside entities, and other records documenting participation and tenure of Council. Documents arranged by subject and calendar year.			
9.1	Council Members and Staff Files - Programmatic			
	Disposition Authority Number	DAA-0220-2011-0001-0010		
	Records documenting programs and policies of the Council.			
	Final Disposition	Permanent		
	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	Unknown		
	Transfer to Inactive Storage	Unknown		
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after cut-off		
	Additional Information			
	First year of records accumulation	2001		
	End year of records accumulation	2009		
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown		
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown		
		<table border="1"> <tr> <td data-bbox="812 1883 1153 1947">Estimated Current Volume</td> <td data-bbox="1153 1883 1485 1947">Annual Accumulation</td> </tr> </table>	Estimated Current Volume	Annual Accumulation
Estimated Current Volume	Annual Accumulation			

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Electronic/Digital		
Paper	3.0 Cubic feet	32.0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

9.2

Council Members and Staff Files - Transitory

Disposition Authority Number DAA-0220-2011-0001-0011

Records retained for transitory informational value only.

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 Unknown

Transfer to Inactive Storage Unknown

Retention Period Destroy 3 year(s) after

Additional Information

GAO Approval Not Required

10

Public Comments and Public Service Announcements

Documents include public comments, and correspondence from outside entities i.e., and requests to publish articles in meeting briefing books and council reports

10.1

Public Comments and Public Service Announcements - Programmatic

Disposition Authority Number DAA-0220-2011-0001-0012

Records documenting programs and policies of the Council.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

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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

Unknown

Transfer to Inactive Storage

Unknown

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately upon approval of schedule.

Additional Information

First year of records accumulation 2001

End year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives?

Unknown

Unknown

How frequently will your agency transfer these records to the National Archives?

Unknown

Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4.0 Cubic feet	32.0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

10.2

Public Comments and Public Service Announcements - Miscellaneous

Disposition Authority Number DAA-0220-2011-0001-0013

Miscellaneous mailing lists, book requests, etc.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in

No

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Unknown

Transfer to Inactive Storage Unknown

Retention Period Destroy 3 year(s) after

Additional Information

GAO Approval Not Required

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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
07/12/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
08/09/2016	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA