

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2011-0004

Status: INACTIVE
Date Approved: 08/09/2011

General Information

Agency or Establishment	Department of Health and Human Services
Record/Scheduling Group	0468 - General Records of the Department of Health and Human Services
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Secretary
Minor Subdivision	Immediate Office of the Secretary
Schedule Subject	Official briefing books of the high-level officials in the Immediate Office of the Secretary of the Department of Health and Human Services.
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This records schedule updates previously approved records schedule N1-468-99-1, item 1, Schedules of Daily Activities (HHS Office of the Secretary Records Management Handbook item 100-09 (1)).</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0468-2011-0004

Item #	Title	Disposition
0001	Official Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary : Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary	Permanent

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Records Schedule Items

Group Title	Official Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary
Group Description	High-level Officials of Department of Health and Human Services (HHS) Office of the Secretary (OS) Immediate Office of the Secretary (IOS) are: <ul style="list-style-type: none"> • Secretary • Deputy Secretary to the Secretary • Secretary’s Chief of Staff • Executive Secretary to the Secretary • White House Liaison • Counselors to the Secretary • Directors of the Office of Disability, Office of Health Reform, and any future Directors established under the IOS umbrella • Any HHS Official acting on behalf of the Secretary
DAA-0468-2011-0004-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Briefing Books of the Secretary and High-Level Officials in the Immediate Office of the Secretary
Item Description	Record copy of daily schedules/calendar, agendas, speeches, notes, speaking points, annotated speeches, background/supporting information, policies, decision papers, travel information, reports, records documenting telephone calls, and any other information appropriate for filing in the briefing books of the Secretary and Deputy Secretary, and created and maintained in the daily schedules/files (e.g. calendars) of the high-level officials in the Immediate Office of the Secretary in order to prepare them for the daily activities and to keep them informed of major policy and program developments.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?

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N1-468-99-001 / 1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0468-2023-0002-0003 on 04/11/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year in which briefing books and daily files were created.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer legal custody of electronic records to the National Archives 10 years after cutoff. Transfer non-electronic textual records to the National Archives 15 years after cutoff.
ADDITIONAL INFORMATION	
Approximate first year of records covered by this authority	1980
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	

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Signatory Information

Action	User	Date
Accept	Data Migration	05/18/2011
Approve	David Ferriero	08/09/2011