

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2013-0005

Status: INACTIVE
Date Approved: 01/09/2014

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	Office of the Assistant Secretary for Preparedness and Response (ASPR)
Schedule Subject	Recovery Coordination Records
Additional Schedule Information	Records that document the Department of Health and Human Services role as the Coordinating Agency for the Health and Social Services (H&SS) Recovery Support Functions (RSF) under the National Disaster Recovery Framework (NDRF). The Department of Homeland Security's Federal Emergency Management Agency has primary responsibility for the NDRF. Activation of the NDRF is not limited to Stafford Act or FEMA-led incidents. The mission of the H&SS RSF is for the Federal Government to assist locally-led recovery efforts in the restoration of the public health, health care and social services networks to promote the resilience, health and well being of affected individuals and communities. These efforts support the Presidential Policy Directive 8: National Preparedness. Responsibility for recovery was completed by the Department of Health and Human Services, Office of the Secretary, Office of the Assistant Secretary for Health (OASH), prior to becoming the responsibility of the Office of the Assistant Secretary for Preparedness and Response. Records created by OASH are also covered by this schedule.
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: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-0468-2013-0005

Item #	Title	Disposition
0001	Recovery Coordination Records : Recovery Coordination Records that Engender Historical Interest	Permanent
0002	Recovery Coordination Records : Other Recovery Coordination Records	Temporary
0003	Recovery Working Records	Temporary

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Records Schedule Items

Group Title	Recovery Coordination Records
Group Description	Records include plans, correspondence, deployment or activation summaries, impact analyses reports, recovery support strategies and final reports.
DAA-0468-2013-0005-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Recovery Coordination Records that Engender Historical Interest
Item Description	Records that document natural and man-made disasters or other events that engender long-term, post-event review, lessons learned, and historical interest. These events are designated by multiple factors such as: 1) the appointment of a Federal Disaster Recovery Coordinator; 2) the activation of the Health and Social Services Recovery Support Function; and any of the following: a) a catastrophic incident that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions; b) the declaration of an Incident of National Significance as defined by the National Response Plan. This category covers, for example, records matching the scale of disasters such as September 11, 2001 and Hurricane Katrina.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded by DAA-0468-2022-0002-0001 on 07/11/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the recovery response is closed.
Are there multiple instructions for this item?	No

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DAA-0468-2013-0005-0003		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Recovery Working Records	
Item Description	These records include the notes, background materials and drafts used to create the recovery coordination records in items 0001 and 0002.	
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?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded by DAA-0468-2022-0002-0003 on 07/11/2024.		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the recovery response is closed	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Data Migration	03/14/2013
Approve	David Ferriero	01/09/2014