

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2016-0002

Status: APPROVED
Date Approved: 12/20/2016

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 Inspector General
Schedule Subject	Correspondence Control Management System
Additional Schedule Information	<p>The Document Control and Review (DCR) Branch of the Office of Executive Secretariat is business owner of the Correspondence Control Management (CCM) database. Executive Secretariat is part of the Office of External Affairs within the Executive Management Office of the Office of Inspector General of the Department of Health and Human Services.</p> <p>The primary responsibility of DCR is to review, track, and maintain the record copy of correspondence to the Inspector General (IG) and his signed replies to Members of Congress and others; testimony and statements for congressional committees; press releases; federal rules and regulations created by OIG; and congressionally mandated reports. CCM also contains records of items signed by the IG for which DCR is not the custodian; such records are not included in this DAA.</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: 8

Number of Temporary disposition items: 4

Number of Permanent disposition items: 4

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 7

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Outline of Records Schedule Items for DAA-0468-2016-0002

Item #	Title	Disposition
0001	Correspondence Control Management System (CCM) : Congressional Correspondence : Congressional Substantive Correspondence	Permanent
0002	Correspondence Control Management System (CCM) : Congressional Correspondence : Congressional Routine Correspondence	Temporary
0003	Correspondence Control Management System (CCM) : Testimony : Testimony	Temporary
0004	Correspondence Control Management System (CCM) : Federal Rules and Regulations and Supporting Records	Temporary
0006	Correspondence Control Management System (CCM) : Congressionally Mandated Reports : Congressionally Mandated Reports Working Papers	Temporary
0005	Correspondence Control Management System (CCM) : Congressionally Mandated Reports : Congressionally Mandated Reports	Permanent
0007	Correspondence Control Management System (CCM) : Press Releases	Permanent
0008	Policies	Permanent

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Records Schedule Items

Group Title	Correspondence Control Management System (CCM) : Congressional Correspondence	
Group Description	Correspondence files relating to liaison with Members of Congress that include but are not limited to copies of incoming requests and outgoing replies to Congress.	
DAA-0468-2016-0002-0001	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	Congressional Substantive Correspondence	
Item Description	Correspondence files relating to liaison with Members of Congress that include but are not limited to copies of incoming requests and outgoing replies to Congress. Inquiries are originated by Members of Congress and pertain to substantive policy issues and program functions (i.e., plans, objectives, or responsibilities that relate to congressionally mandated OIG functions). These files are maintained by the office with primary responsibility for controlling this type of congressional correspondence.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 in Part?	Explanation
DAA-0468-2013-0008-0003	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-0468-2024-0002-0004 on 01/22/2025.		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year in which OIG sent the final reply.	

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Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA 15 years after the IG separates.	
ADDITIONAL INFORMATION		
Approximate first year of records covered by this authority	2003	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0468-2016-0002-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Congressional Routine Correspondence	
Item Description	Copies of incoming and outgoing congressional correspondence that are signed by someone other than the IG. Inquiries are originated by Members of Congress or constituents concerning requests such as constituent removal from OIG's List of Excluded Individuals and Entities. These files are maintained by the office with primary responsibility for controlling this type of congressional correspondence.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 in Part?	Explanation
DAA-0468-2013-0008-0004	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-0468-2024-0002-0005 on 01/22/2025.		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of the calendar year in which OIG sent the final reply.	

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Retention Period	Other: Destroy 3 years after cutoff, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Correspondence Control Management System (CCM) : Testimony
Group Description	Written testimony of OIG officials before congressional committees. The testimonies may relate to oversight in which no specific legislation is involved or to hearings on specific legislation. Written testimonies are posted on oig.hhs.gov.

DAA-0468-2016-0002-0003 **STATUS: INACTIVE - NOT FOR USE**

ITEM GENERAL INFORMATION	
Item Title	Testimony
Item Description	Written testimony of OIG officials before congressional committees. The testimonies may relate to oversight in which no specific legislation is involved or to hearings on specific legislation. Written testimonies are posted on oig.hhs.gov.
Is this item media neutral?	No
Media limitation	Digital only
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?
DAA-0468-2013-0008-0005	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-0468-2024-0002-0003 on 01/22/2025.

Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year in which testimonies were given to congressional committees.

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Retention Period	Other: Destroy 3 years after Inspector General separates.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Correspondence Control Management System (CCM)	
Group Description	Correspondence Control Management System (CCM) is a tracking database used by Document Control and Review Branch (DCR) for tracking Inspector General signed documents, including those, such as audit and evaluation reports, for which DCR is not the records custodian.	
DAA-0468-2016-0002-0004	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Federal Rules and Regulations and Supporting Records	
Item Description	Rules and regulations and supporting working papers and background materials pertaining to the creation of HHS-OIG Federal regulations that are published in the Federal Register. Such regulations can result from changes in the law or developments in OIG’s efforts to combat fraud, waste, and abuse in HHS programs.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 in Part?	Explanation
DAA-0468-2013-0008-0006	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the calendar year in which regulation is superseded.	
Retention Period	Other: Destroy 3 years after cutoff, but longer retention is authorized if required for business use.	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Correspondence Control Management System (CCM) : Congressionally Mandated Reports
Group Description	Reports submitted to Congress pursuant to the IG Act
DAA-0468-2016-0002-0006	STATUS: INACTIVE - NOT FOR USE

ITEM GENERAL INFORMATION	
Item Title	Congressionally Mandated Reports Working Papers
Item Description	Working papers of congressionally mandated reports, i.e., material submitted by OIG components about their work products that are synopsized in the congressionally mandated reports and Publication Director comments regarding that material.
Is this item media neutral?	No
Media limitation	Digital only
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?
DAA-0468-2013-0008-0008	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-0468-2024-0002-0007 on 01/22/2025.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of the calendar year in which OIG published the report.
Retention Period	Other: Destroy 3 years after cutoff, but longer retention is authorized if required for business use.

ADDITIONAL INFORMATION	
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Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0468-2016-0002-0005 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Congressionally Mandated Reports
Item Description	Reports submitted to Congress pursuant to the IG Act, summarizing OIG activities for the 6-month periods ending March 31 and September 30 and any other reports that may be mandated by Congress.
Is this item media neutral?	No
Media limitation	Digital only
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?
DAA-0468-2013-0008-0007	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-0468-2024-0002-0006 on 01/22/2025.	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the OIG published the report.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to NARA 15 years after the IG separates.
ADDITIONAL INFORMATION	
Approximate first year of records covered by this authority	2003
End year of records covered by this authority	Still being created

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Are any of the records covered by
this item subject to a FOIA
exemption?

Group Title	Correspondence Control Management System (CCM)	
Group Description	Correspondence Control Management System (CCM) is a tracking database used by Document Control and Review Branch (DCR) for tracking Inspector General signed documents, including those, such as audit and evaluation reports, for which DCR is not the records custodian.	
DAA-0468-2016-0002-0007		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Press Releases	
Item Description	Notices to national media outlets about significant OIG events related to its fighting waste, fraud, and abuse in HHS programs.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 in Part?	Explanation
DAA-0468-2013-0008-0002	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-0468-2024-0002-0002 on 01/22/2025.		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year in which press release was issued.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA 15 years after the IG separates.	
ADDITIONAL INFORMATION		
Approximate first year of records covered by this authority	2003	

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End year of records covered by this authority	Still being created
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0468-2016-0002-0008		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Policies	
Item Description	Policies essential to OIG's mission, such as those for personnel management and delegations of authority within OIG. Such policies are included in the OIG Administrative Manual on the OIG Intranet.	
Is this item media neutral?	No	
Media limitation	Digital only	
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. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0468-2024-0002-0008 on 01/22/2025.		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of the calendar year in which document is rescinded, superseded, or becomes obsolete.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA 15 years after IG separates.	
ADDITIONAL INFORMATION		
Approximate first year of records covered by this authority	2003	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?		

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Signatory Information

Action	User	Date
Approve	David Ferriero	12/20/2016