

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2024-0005

Status: APPROVED  
Date Approved: 06/12/2025

## 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 (OS)
Minor Subdivision	Office of the Inspector General (OIG)
Schedule Subject	Records of the Office of Audit Services (OAS) of the Inspector General (IG) of Health and Human Services
Additional Schedule Information	<p>The Office of Audit Services (OAS) examines the performance of HHS programs and HHS grantees and contractors in implementing their responsibilities and provides independent assessments of HHS programs and operations. The recommendations that OIG makes as a result of these assessments help reduce waste, abuse, and mismanagement and promote economy and efficiency throughout HHS. For example, if a hospital has received more Federal money than it was owed, our audit would determine the amount to be paid back to the Federal Government.</p> <p>OAS conducts audits using its own resources and oversees audit work done by others. It conducts its work in accordance with Government Auditing Standards issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; applicable Office of Management and Budget circulars; and other legal, regulatory, and administrative requirements.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0468-2024-0005

Item #	Title	Disposition
0001	Audit Reports : Final Audit Reports	Temporary
0002	Audit Reports : Audit Supporting Documentation	Temporary

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Records Schedule Items

Group Title	Audit Reports	
Group Description	Audit reports prepared by auditors trained to examine agency performance, describe strengths and weaknesses, and provide recommendations to management for improvement. Audit staff prepares a concise final report which is incorporated, along with the working papers, into the report file on completion of each audit.	
DAA-0468-2024-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Final Audit Reports	
Item Description	Final audit reports are issued to the agency, contractor, or grantee about which the report is written. Reports include the criteria, such as laws and agency guidelines, by which auditors have measured agency performance; findings, such as Federal Government funds that should be paid back; and recommendations to improve agency performance. Reports of “internal” audits (covering HHS programs, operations, and procedures) and of “external” audits (covering contractors and grantees that have been funded by HHS programs). Significant audit reports are captured in the Semiannual Report to Congress and are included in the records schedule of the Immediate Office of the Inspector General.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
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-0468-2013-0010-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of fiscal year in which audit is closed.
Retention Period	Destroy 8 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0468-2024-0005-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Audit Supporting Documentation
Item Description	Records created or acquired during the course of an audit and the development of the final audit report, including correspondence, notes, and related work files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
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-0468-2013-0010-0002	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of fiscal year in which audit is closed
Retention Period	Destroy 8 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.