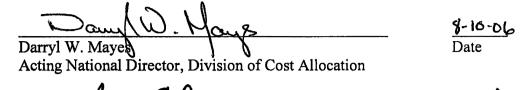
REQUEST FOR RECORDS DISPOSITION AUTHORI  (See instructions on reverse)	IY LEAVE BLANK (NARA use only) JOB NUMBER 211-468-06-2
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (N WASHINGTON, DC 20408 1. FROM (Agency or establishment)	IR) DATE RECEIVED  8-14-2006  NOTIFICATION TO AGENCY
Department of Health and Human Service 2. MAJOR SUBDIVISION Office of the Secretary 3. MINOR SUBDIVISION Assistant Sec. for Admin. and	In accordance with the provisions of 44
Program Support Center (PSC), Div. of Cost Al.  NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Elaine Pankey, Acting OS Records 202-690-568; Alvetta Jones, PSC Records 301-443-5252	DATE ARCHIVIST OF THE UNITED STATE
sulate and	page(s) are not now needed for the business s specified; and that written concurrence from
7. TEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITI	9. GRS OR 1 10. ACTION
Revisions of the Office of the Secretary (OS) Reconstruction Schedule Record Group 468 to include Assistant Secretary for Administration and Mana (ASAM), Program Support Center (PSC), Division Cost Allocation (DCA).	le the agement
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These are records created by the Division of Cost Allocation (DCA) which provide indirect cost rate and cost rate and cost allocation plan negotiation services to Federal Departments and Agencies where the cognizant of the cogn	e
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These are records created by the Division of Cost Allocation (DCA) which provide indirect cost rate and cost rate and cost allocation plan negotiation services to Federal Departments and Agencies where the HHS is designated by OMB as the cognizant Federal Agency.  Unless specifically stated otherwise in the descrip or the retention, all items are media-neutral and a to paper, electronic, microform, or other media in	e ere eral tion apply

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Robert Eckert

Director, Freedom of Information Privacy Acts Div.

Jeffrey Davis

Associate General Counsel

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUAT		ON JOB NUMBER	PAGE 3 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	1102-02 <u>Indirect Cost Agreement Files</u> : These files contain the formal correspondence and negotiation agreements between the Federal government and the grantee institution. Files are maintained for each grantee. Also included is associated data maintained in a tracking system.	,	
	<b>Disposition: TEMPORARY</b> . Cut off at end of Fiscal Year (FY) in which agreement is terminated or superseded by another agreement. Destroy/delete-agreement 25 years after cut off.		
2.	1102-03 Indirect Cost Proposal Files: These files contain the original indirect cost proposal, review and analysis notes regarding the development of negotiation positions, site visit summaries and negotiation notes. The Federal government reimburses grantees and contractors for facilities and administrative (indirect) costs incurred by an institution while conducting Federal programs. The indirect cost rate is the primary mechanism used to determine the amount of indirect costs that will be reimbursed to an institution. The file documents are used as the basis for establishing indirect cost rates and cost allocation plans that are published in a formal negotiation agreement. Also included is associated data maintained in a tracking system.  Disposition: TEMPORARY. Cut off in Fiscal Year (FY) in which agreement is negotiated. Retain for 3 to 10 years after cut off depending on business needs.		