Request for Records Disposition Authority

Records Schedule Number	DAA-0512-2014-0004
Schedule Status	Approved
Agency or Establishment	Health Resources and Services Administration
Record Group / Scheduling Group	Records of the Health Resources and Services Administration
Records Schedule applies to	Agency-wide
Schedule Subject	Health Resources and Services Administration (HRSA) Records Control Schedule
Internal agency concurrences will be provided	Yes
Background Information	In 2012, the Records Management responsibilities for the Health Resources and Services Administration (HRSA) were reassigned to the Office of Information Technology. The existing HRSA guidance's have not been updated since 1982 (Job Number NC1-90-81-5, B-351 HSA Transmittal 83.02 10/31/83 and HRA Job Number NC1-90-82-5 Appendix B-341 11/28/83). This new schedule eliminates any record covered by a General Record Schedule, consolidates into a single disposition for similar records and clarifies which activity is the "official "record holder within HRSA. This schedule supersedes all previous authorizations for the disposition of record and nonrecord materials contained in HSA and HRA Records Control Schedule, Job No. Job Number NCI-90-81-5 dated September 21, 1982 and Job Number NCI-90-82-5, on June 17, 1983.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
64	20	44	0

GAO Approval

Outline of Records Schedule Items for DAA-0512-2014-0004

Sequence Number	
1	Administrative Records
1.1	Administrative/Financial Delegations Disposition Authority Number: DAA-0512-2014-0004-0001
1.2	Cost Advisory Central Disposition Authority Number: DAA-0512-2014-0004-0002
1.3	Cost Advisory Contracts Disposition Authority Number: DAA-0512-2014-0004-0003
1 4	Prospective Minority Contractors Disposition Authority Number: DAA-0512-2014-0004-0004
1.5	Negotiated Indirect Cost Rates. Disposition Authority Number: DAA-0512-2014-0004-0005
1.6	Audit of Final Survey Reports Disposition Authority Number: DAA-0512-2014-0004-0006
1.7	Interagency and Intra-agency Agreements and Memoranda of Understanding Disposition Authority Number: DAA-0512-2014-0004-0007
1.8	General Subject Files Disposition Authority Number: DAA-0512-2014-0004-0008
1.9	Organization Management Disposition Authority Number: DAA-0512-2014-0004-0009
1.10	HRSA Issuance Management Disposition Authority Number: DAA-0512-2014-0004-0010
1.11	Communications and Public Affairs
1.11.1	Communications Program Disposition Authority Number: DAA-0512-2014-0004-0011
1.11.2	National and International Conferences Disposition Authority Number: DAA-0512-2014-0004-0012
1.11.3	Publications Disposition Authority Number: DAA-0512-2014-0004-0013
1 12	Audio-Visual Records
1.12.1	Analog photographic prints, negatives, slides of completed agency exhibits. Disposition Authority Number: DAA-0512-2014-0004-0014
1.12.2	Digital photographs of completed agency exhibits. Disposition Authority Number: DAA-0512-2014-0004-0015
1 12.3	All other materials. Disposition Authority Number: DAA-0512-2014-0004-0016

1.12.4	Printed Posters. Disposition Authority Number: DAA-0512-2014-0004-0017
1.12.5	Video Recordings Disposition Authority Number: DAA-0512-2014-0004-0018
1.13	Evaluation Plan
1.13.1	Evaluation Plans Predating 2014. Disposition Authority Number: DAA-0512-2014-0004-0019
1.13.2	Evaluation Plans, 2014 to Present. Disposition Authority Number: DAA-0512-2014-0004-0020
2	Program Records
2.1	Public Comments on Regulations Disposition Authority Number: DAA-0512-2014-0004-0021
2.2	FOIA Report Files Disposition Authority Number: DAA-0512-2014-0004-0022
2.3	Program Delegations of Authority Disposition Authority Number: DAA-0512-2014-0004-0023
2.4	Program Regulation Files Disposition Authority Number: DAA-0512-2014-0004-0024
2.5	Emergency Medical Services Disposition Authority Number: DAA-0512-2014-0004-0025
2.6	Waiver Documentation Files on National Health Service Corps Reimbursement Disposition Authority Number: DAA-0512-2014-0004-0026
2.7	Program Planning and Evaluation Files of General Correspondence and Adminis trative Disposition Authority Number: DAA-0512-2014-0004-0027
2.8	System of Record Notices and Related Records Disposition Authority Number: DAA-0512-2014-0004-0028
2.9	Shortage Area Designation Files Disposition Authority Number: DAA-0512-2014-0004-0029
2 10	Program Office Files Disposition Authority Number: DAA-0512-2014-0004-0030
2.11	International Affairs Disposition Authority Number: DAA-0512-2014-0004-0031
2.12	United States – Border Nations Public Health Associations Disposition Authority Number: DAA-0512-2014-0004-0032
2.13	Nursing Loan Repayment for Shortage Area Service Program, Failure to Comple te Studies, Disposition Authority Number: DAA-0512-2014-0004-0033

3	Budget and Finance
3.1	Budget Formulation and Execution Disposition Authority Number: DAA-0512-2014-0004-0034
3.2	Budget Justification Disposition Authority Number: DAA-0512-2014-0004-0035
3.3	Health Profession and Nursing Student Loan Cancellation for Disability. Disposition Authority Number: DAA-0512-2014-0004-0036
3 4	Construction and Modernization Loans (SECTION 242 OF THE NATIONAL HOU SING ACT) Disposition Authority Number: DAA-0512-2014-0004-0037
3.5	Direct Loans, Loan Guarantees and Interest Subsidies (Title VI Hill-Burton) Disposition Authority Number: DAA-0512-2014-0004-0038
3.6	Low Interest Student Loans Disposition Authority Number: DAA-0512-2014-0004-0039
3.7	Insured Health Loans Disposition Authority Number: DAA-0512-2014-0004-0040
3.8	Shortage Area Loan Cancellation Disposition Authority Number: DAA-0512-2014-0004-0041
4	Advisory Committee
4.1	Program Committees and Policy Councils (Division Level and Above) Disposition Authority Number: DAA-0512-2014-0004-0042
4.2	Committee Policies and Related Materials (Below the Division Level) Disposition Authority Number: DAA-0512-2014-0004-0043
4.3	Committee Membership Files Disposition Authority Number: DAA-0512-2014-0004-0044
5	Legislative Affairs
5.1	Legislation Briefing Notebooks Disposition Authority Number: DAA-0512-2014-0004-0045
5.2	Legislative History Disposition Authority Number: DAA-0512-2014-0004-0046
5.3	Legislative Proposals Disposition Authority Number: DAA-0512-2014-0004-0047
5.4	Comments on Bills Disposition Authority Number: DAA-0512-2014-0004-0048
5.5	Legislative Reports Disposition Authority Number: DAA-0512-2014-0004-0049
5.6	Program Legislative Planning/Implementation Disposition Authority Number: DAA-0512-2014-0004-0050

6	HRSA Systems
6.1	HRSA Web Content and Web Management and Operations Records
6.1.1	Public Website: www.hrsa.gov; www.ask.hrsa.gov Disposition Authority Number: DAA-0512-2014-0004-0051
6.1.2	Website for Geriatric Education Centers (http://ntacc.bhpr.hrsa.gov/) Disposition Authority Number: DAA-0512-2014-0004-0052
6.1.3	Intranet website (www.intranet.hrsa.gov) Disposition Authority Number: DAA-0512-2014-0004-0053
6.1.4	Web policies and procedures. Disposition Authority Number: DAA-0512-2014-0004-0054
6.1.5	Website design records Disposition Authority Number: DAA-0512-2014-0004-0055
6.2	Bureau of Clinician Recruitment and Services (BCRS) Management Information System Solution (BMISS)
6.2.1	Scholarship and Loan Repayment Programs - Successful Disposition Authority Number: DAA-0512-2014-0004-0056
6.2.2	Scholarship and Loan Repayment Programs - Unsuccessful Disposition Authority Number: DAA-0512-2014-0004-0057
6.2.3	Waiver Documentation Files Disposition Authority Number: DAA-0512-2014-0004-0058
6.2.4	Health Service Sites Corps Inactive or Terminated Disposition Authority Number: DAA-0512-2014-0004-0059
6.2.5	Health Service Sites Corps Unapproved Disposition Authority Number: DAA-0512-2014-0004-0060
6.3	HRSA Correspondence Tracking System
6.3.1	Official Correspondence Files
6.3.1.1	Official Correspondence Disposition Authority Number: DAA-0512-2014-0004-0061
6.3.1.2	General Correspondence Disposition Authority Number: DAA-0512-2014-0004-0062
6.3.1.3	Master Files - Correspondence Tracking System Disposition Authority Number: DAA-0512-2014-0004-0165
7	Federal Tort Claim Act Claims Analysis and Tracking System (CART) - Master File Disposition Authority Number: DAA-0512-2014-0004-0063

Records Schedule Items

Sequence Number	
1	**Administrative Records**
1.1	**Administrative/Financial Delegations**
	Disposition Authority Number: DAA-0512-2014-0004-0001
	The administrative delegations of authority include annual leave, procurement, printing, travel, etc. The program delegations of authority are unique to agency programs and include procedures for delegating authority, (i.e., format and content of delegations), transmittal of delegations, procedural instructions, delegation code sheets, multidelegate delegations, revised and cancelled delegations.
	Final Disposition: Temporary
	Item Status: Pending
	Is this item media neutral?: Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No
	GRS or Superseded Authority Citation: NC1-90-82-5, Item 8.B.1
	Disposition Instruction
	Cutoff Instruction: Cutoff annually
	Transfer to Inactive Storage: Transfer those documents that pertain specifically to the delegation to the FRC 2 years after superseded or when administrative value ends.
	Retention Period: Destroy 5 year(s) after transfer
	Additional Information
	GAO Approval: Not Required
1.2	**Cost Advisory Central**
	Disposition Authority Number: DAA-0512-2014-0004-0002
	Files on contractors which include data on accounting acceptability, financial capability and activities with this agency.
	Final Disposition: Temporary
	Item Status: Pending
	Is this item media neutral?: Yes

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 11.2
	Disposition Instruction	
	Cutoff Instruction	Cutoff after activity with contractor ends.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.3	**Cost Advisory Contracts**	
	Disposition Authority Number	DAA-0512-2014-0004-0003
	Files arranged by contractor name and sequential contract number. Includes working copies of contract files and documentation of site audits and other activities.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 11.11
	Disposition Instruction	
	Cutoff Instruction	Cutoff after desk audit or immediately following field audit.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.4	**Prospective Minority Contractors**	
	Disposition Authority Number	DAA-0512-2014-0004-0004
	File of contractors by name which describes specialties and capabilities.	
	Final Disposition	Temporary

	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 11.4
	Disposition Instruction	
	Cutoff Instruction	Cutoff after contractor is not considered a potential bidder.
	Retention Period	Destroy 1 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.5	**Negotiated Indirect Cost Rates.**	
	Disposition Authority Number	DAA-0512-2014-0004-0005
	File of negotiated indirect cost rates for non-profit and commercial contractors.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 11.10
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when superseded.
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
1.6	**Audit of Final Survey Reports**	
	Disposition Authority Number	DAA-0512-2014-0004-0006
	Files contain guidelines and procedures on Government Accountability Office (GAO)'s reporting practices required within HHS. Included are comments on GAO	

draft reports from the appropriate agency program officials responsible for the activities being audited. Comments are consolidated to reflect the official agency response to a given draft GAO report. Reports vary in subject matter, but do relate to programs and functions within the agency. The final reports, when received, become a part of this file. Separately maintained are agency comments to GAO reports on other agencies, but subject matter is of programmatic interest to the agency.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Cutoff Instruction	Cutoff 2 years after final report is issued.
Retention Period	Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

17 Interagency and Intra-agency Agreements and Memoranda of Understanding

Disposition Authority Number	DAA-0512-2014-0004-0007

Formal agreements or understanding between HRSA and other Federal organizations, under which HRSA provides or receives a specified technical and or administrative service or services. Documents include official signed copies of the agreements/understandigns, reproduced copies thereof, amendments thereto, and all related correspondence and other materials.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-90-86-3

Disposition Instruction

Cutoff Instruction	Cutoff after termination of agreement.
Retention Period	Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

1.8 General Subject Files

Disposition Authority Number	DAA-0512-2014-0004-0008

Correspondence, reports, memoranda, and related materials on the activities in which the office is involved.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-82-5-15-2

Disposition Instruction

Cutoff Instruction	Cutoff annually at end of year
Retention Period	Destroy 5 year(s) after cutoff

Additional Information

GAO Approval	Not Required

1.9 Organization Management

Disposition Authority Number	DAA-0512-2014-0004-0009

Files which document the authority, organization, and functions of the agency. These records establish or change the organization and functions of HRSA. Included are proposed and approved organization, function, and mission statements, staffing plans, organizational charts and codes, and supporting documentation.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction	Cutoff when obsolete or superseded.
Transfer to Inactive Storage	Transfer to FRC after cutoff.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1973 To 2000
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	18 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.10

HRSA Issuance Management

Disposition Authority Number	DAA-0512-2014-0004-0010

Files consist of manuals, directives and other formal policy and procedural issuances prepared and published by HRSA and major components. Included are Bureau issuance, a publication which introduces establishment of a HRSA General Circular Series, and HRSA supplements to the HHS and Department Staff Manual Chapters, Circulars, and Guides. Files are arranged alphabetically by subject and annual estimated volume is 3 cu. ft.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction: Cutoff when superseded or discontinued.

Transfer to the National Archives for Accessioning: Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1985 To 2000

How frequently will your agency transfer these records to the National Archives? Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	44 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.11 Communications and Public Affairs

1.11.1 Communications Program

Disposition Authority Number: DAA-0512-2014-0004-0011

These files consist of a complete set of formal informational releases and publications such as press releases, press conference transcripts, official speeches, graphic progress presentations, public affairs policies and procedures which document the development of public affairs activities within the HRSA staff offices and bureaus. Files are arranged alphabetically and annual volume estimated at 2 cu. ft. by topic.

Final Disposition: Permanent

Item Status: Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction	Cut off files annually and hold. Retain one complete set of formal information publications: press releases, official speeches.
Transfer to Inactive Storage	Transfer to the records center when 5 years old.
Transfer to the National Archives for Accessioning	Transfer to the records center iwhen 5 years old. Offer to the National Archives when 15 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2000
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	24 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.11.2

National and International Conferences

Disposition Authority Number DAA-0512-2014-0004-0012

File includes agenda, minutes, supporting papers, resolutions, final reports, speeches, briefing papers, slide presentations. and related materials for conferences in which the agency participated.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation: NC1-90-82-5, Item 6.5

Disposition Instruction

Cutoff Instruction: Cutoff annually.

Transfer to Inactive Storage: Transfer to the FRC after cutoff.

Transfer to the National Archives for Accessioning: Transfer to the National Archives 20 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2014

How frequently will your agency transfer these records to the National Archives? Every 20 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	10 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.11.3

Publications

Disposition Authority Number: DAA-0512-2014-0004-0013

Master set of publications produced by the agency. The file records consist of a single copy of informational brochures, pamphlets, newsletters, and other publications.

Final Disposition: Permanent

Item Status: Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in: No

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Transfer to the National Archives for Accessioning: Cutoff at the end of the fiscal year. Transfer to the National Archives in 5-year blocks when the newesty record is 15 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1980 To 1981

How frequently will your agency transfer these records to the National Archives? Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2.0 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.12 Audio-Visual Records

1.12.1 Analog photographic prints, negatives, slides of completed agency exhibits.

Disposition Authority Number: DAA-0512-2014-0004-0014

Final Disposition: Permanent

Item Status: Pending

Is this item media neutral? No

Explanation of limitation: The item is in analog only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

	If this item has multiple sections, indicate here records to which this section apply	Non-electronic Photographs and Other Graphic Materials
	Cutoff Instruction	Cut off annually.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 3-year blocks immediately after the end of the last year in the block. Images, and any image-related metadata, should be transferred in accordance with the requirements stated in 36 CFR 1237 and the NARA standards in place at the time of transfer.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1963 To 1965
	How frequently will your agency transfer these records to the National Archives?	Every 15 Years
1.12.2	**Digital photographs of completed agency exhibits.**	
	Disposition Authority Number	DAA-0512-2014-0004-0015
	Final Disposition	Permanent
	Item Status	Pending
	Is this item media neutral?	No
	Explanation of limitation	The records are solely electronic.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Cut-off annually. Transfer to the National Archives in 3-year blocks immediately after the end of the last year in the block. Images, and any image-related metadata, should be transferred in accordance with the requirements stated in 36 CFR 1237 and the NARA standards in place at the time of transfer. Note: Record copies of photographs selected for use

		in official agency exhibits are covered under Item of this schedule, mission-related photographs.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2000
	How frequently will your agency transfer these records to the National Archives?	Every 15 Years
1.12.3	All other materials.	
	Disposition Authority Number	DAA-0512-2014-0004-0016
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff after final presentation annually.
	Retention Period	Destroy 5 year(s) after cutoff. Earlier disposal is authorized if necessary.
	Additional Information	
	GAO Approval	Not Required
1.12.4	Printed Posters.	
	Disposition Authority Number	DAA-0512-2014-0004-0017
	Master set of printed posters produced by the agency.	
	Final Disposition	Permanent
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Transfer to the National Archives for Accessioning	Transfer two copies to the National Archives upon printing.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1980 To 1981
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

1.12.5

Video Recordings

Disposition Authority Number	DAA-0512-2014-0004-0018

Video recordings created by the agency documenting agency-sponsored events. Events include, but not limited to, speeches and presentations by agency officials pertaining to agency policies and programs.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Cutoff Instruction	Cutoff at the end of the fiscal year in which the recording was produced.
Transfer to the National Archives for Accessioning	Cutoff at the end of the fiscal year in which the recording was produced. Transfer to the National Archives in 5-year sets when the most recent recording is 5 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1980 To 2010
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

1.13

Evaluation Plan

Files include a completed Agency Evaluation Plan by fiscal year, beginning with 1974 (the first year for which a formal Evaluation Plan was developed for HRSA), background materials and working documents for each component, and consolidated plans for HRSA and HHS.

1.13.1

Evaluation Plans Predating 2014.

Disposition Authority Number	DAA-0512-2014-0004-0019

This is a closed non-recurring series.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	No
Explanation of limitation	These records are only in paper format.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-82-5, Item 20.2.A.A

Disposition Instruction

Cutoff Instruction	Cut off after completion of subsequent year plan.
Transfer to Inactive Storage	Transfer to the Records Center 5 years after cut off.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cut off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1974 To 2000
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

1 13.2

Evaluation Plans, 2014 to Present.

Disposition Authority Number	DAA-0512-2014-0004-0020
Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	No
Explanation of limitation	These records are only in electronic format.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-82-5, Item 20.2.A.A

Disposition Instruction

Cutoff Instruction	Cut off after completion of subsequent year plan.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 2014 To 2029
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	125 GB	
Paper		
Microform		

Hardcopy or Analog Special Media		

2 Program Records

2.1 Public Comments on Regulations

Disposition Authority Number: DAA-0512-2014-0004-0021

Contains comments received after publication in the Federal Register of a Notice of Proposed Rulemaking or other notice concerning a regulation. [See GRS 16.13.b (note) for requirement]

Final Disposition: Temporary

Item Status: Pending

Is this item media neutral?: Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No

GRS or Superseded Authority Citation: NC1-90-82-5, Item 23.2

Disposition Instruction

Cutoff Instruction: Cut off after final regulation is published. Destroy 1 year(s) after cut off.

Retention Period: Destroy 1 year(s) after cut off.

Additional Information

GAO Approval: Not Required

2.2 FOIA Report Files

Disposition Authority Number: DAA-0512-2014-0004-0022

Annual reports to the Congress at Departmental or agency level.

Final Disposition: Permanent

Item Status: Pending

Is this item media neutral?: Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No

Disposition Instruction

Cutoff Instruction	Cut off annually. Transfer to the FRC 5 years after cut off. Transfer to the National Archives 15 years after cut off.
Transfer to Inactive Storage	5 years after cutoff.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cut off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2014
How frequently will your agency transfer these records to the National Archives?	Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.3

Program Delegations of Authority

Disposition Authority Number	DAA-0512-2014-0004-0023

Program Delegations that are not published in the Federal Register: These files contain formal ocuments that define policy and criteria governing the delegations of authority.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-82-5, Item 8.A.1

Disposition Instruction

Cutoff Instruction	Cutoff annually those documents that pertain specifically to the delegation. Transfer to the FRC 2 years after cutoff or when superseded or program ends.
Transfer to Inactive Storage	2 years after cutoff or when superseded or program value ends.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cut off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2000
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	26 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.4

Program Regulation Files

Disposition Authority Number DAA-0512-2014-0004-0024

Files consist of records which establish policies and procedures pertaining to developing and processing HRSA Regulations. Includes all Agency regulations (those pending or published in final form).

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction	Cutoff annually
Transfer to Inactive Storage	FRC when 5 years old or no longer needed for administrative purposes.
Transfer to the National Archives for Accessioning	Transfer to NARA when 15 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2014
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	36 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.5

Emergency Medical Services

Disposition Authority Number DAA-0512-2014-0004-0025

Files documenting national standards and guidelines for emergency medical services (EMS) systems, special nonrecurring reports required for executive direction purposes, statistical data that was collected, analyzed, and disseminated in summary form thru publication.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction	Transfer to FRC every 4 years in 4-year blocks. Transfer to NARA in 4-year blocks when the latest records in the block are 15 years old.
Transfer to Inactive Storage	Transfer to FRC every 4 years in 4-year blocks.
Transfer to the National Archives for Accessioning	Transfer to NARA in 4-year blocks when the latest records in the block are 15 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 2005 To 2009
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.6 **Waiver Documentation Files on National Health Service Corps Reimbursement**

Disposition Authority Number	DAA-0512-2014-0004-0026

Files include collection records, project financial and staffing reports, manpower shortage data, and population characteristics indicating inability to pay.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

	GRS or Superseded Authority Citation	NC1-90-81-5, Item 19.D.3
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Transfer to Inactive Storage	Transfer to FRC 2 years after cutoff. Destroy 6 years after cutoff.
	Retention Period	Destroy 4 year(s) after transfer.
	Additional Information	
	GAO Approval	Not Required
2.7	**Program Planning and Evaluation Files of General Correspondence and Administrative**	
	Disposition Authority Number	DAA-0512-2014-0004-0027
	Those portions of the general correspondence and administrative file which document the development, supervision, planning and evaluation of special programs and major program areas, including narrative and statistical reports which are consolidated at Bureau level and background material on program development. Files are arranged alphabetically.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually
	Transfer to Inactive Storage	Transfer to the FRC 3 years after cutoff
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2.8	**System of Record Notices and Related Records**	
	Disposition Authority Number	DAA-0512-2014-0004-0028
	Final Disposition	Temporary
	Item Status	Pending

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-90-86-4, Item 2.b.
	Disposition Instruction	
	Cutoff Instruction	Cutoff off annually
	Retention Period	Destroy 2 year(s) after termination of systsem of records or after the danger of potential litigation when the system manager determine that the sensitivity of data suggests that such litigation is likely.
	Additional Information	
	GAO Approval	Not Required
2.9	**Shortage Area Designation Files**	
	Disposition Authority Number	DAA-0512-2014-0004-0029
	The records related to the designation of Health Professional Shortage Areas (HPSA's) under section 332 of the Public Health Service Act for use in several Federal and non-Federal programs. The records include applicants' designation requests, staff analyses, maps, copies of relevant data sources, worksheets, and letters of determination.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-512-92-01 Item 2.
	Disposition Instruction	
	Cutoff Instruction	Cutoff after date of letter of determination.
	Retention Period	Destroy 18 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required

2.10

Program Office Files

Disposition Authority Number: DAA-0512-2014-0004-0030

Those portions of the general correspondence and program support files which document the formulation of national health policy, the establishment, direction, and review of all the primary programs of an bureau/office. These files include policy, procedures, regulations, program planning and evaluation, budget statements, digests or briefing papers, correspondence throughout the Bureau/Agency and other agencies, congress, and/or congressional committees, delegations of authority, special programs, site information, technical assistance and Regional Office coordination. Files are arranged alphabetically.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Cutoff Instruction	Cut off annually.
Transfer to Inactive Storage	Transfer to the FRC 5 years after cutoff.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2000
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	25 Cubic feet	
Microform		

Hardcopy or Analog Special Media		

2.11 International Affairs

Disposition Authority Number: DAA-0512-2014-0004-0031

Files documenting HRSA interest and participation in international health projects, liaison, and related activities. Program files deal specifically with the Special Foreign Currency Program and HRSA interaction on projects under this authority. Frequently, agency files may contain background materials not duplicated at other levels.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-82-5, Item 26

Disposition Instruction

Cutoff Instruction	Cut off file at end of fiscal year.
Retention Period	Destroy immediately after 5 years.

Additional Information

GAO Approval	Not Required

2.12 United States – Border Nations Public Health Associations

Disposition Authority Number: DAA-0512-2014-0004-0032

These associations are established to promote implementation of health agreements between the countries concerned with International Health Regulations. They exchange information on health matters, take measures to resolve mutual problems, and plan future actions in promoting better health regulations. The office of record for these files is the Grants Management Branch. These are working files consisting of or relating to agendas, meetings, workshops, recommendations, summaries, progress reports, agreements, and general correspondence.

Final Disposition	Temporary
Item Status	Pending

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy when 3 years old or no longer needed for business purposes.
	Additional Information	
	GAO Approval	Not Required
2.13	Nursing Loan Repayment for Shortage Area Service Program, Failure to Complete Studies,	
	Disposition Authority Number	DAA-0512-2014-0004-0033
	The purpose of this program is to attract adequate numbers of nursing personnel to those areas of the nation which are experiencing a shortage of professional nurses, and to to remove the burden of indebtedness if, for academic, economic or medical reasons disadvantaged students are forced to leave school before the completion of their nursing studies. These records consist of or relate to applications, information about the loans for which repayment is sought, applicant and service area eligibility, repayment schedules, school certification of attendance, recommendations disposition of the repayment request, and signed service agreement between the Secretary and the borrower.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-81-5, Items 25K and 25M
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy 6 years after completion of service contract, final payment or repayment to the Secretary in cases of default, or upon resolution of any adverse audit findings, whichever occurs later.

	Additional Information	
	GAO Approval	Not Required
3	Budget and Finance	
3.1	Budget Formulation and Execution	
	Disposition Authority Number	DAA-0512-2014-0004-0034
	Records documenting the developing and execution of the Agency budget including input from all staff offices and bureaus. Records reflect the consolidation, at each level, up to and including the official HHS submission to OMB and subsequently to the Congress. The complete budget cycle for one fiscal year of formulation, execution, and obligation occurs over a three year period.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of the fiscal year.
	Retention Period	Destroy 4 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3.2	Budget Justification	
	Disposition Authority Number	DAA-0512-2014-0004-0035
	Budget estimates, justification statements, appropriation language sheets, narrative statements, related schedules and data, and correspondence reflecting policy decisions.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 5.1.A

Disposition Instruction

Cutoff Instruction	Cutoff at the end of fiscal year.
Transfer to Inactive Storage	Transfer to records center when 5 years old.
Retention Period	Destroy when 15 years old.

Additional Information

GAO Approval	Not Required

3.3 Health Profession and Nursing Student Loan Cancellation for Disability.

Disposition Authority Number	DAA-0512-2014-0004-0036

This provision of the Health Professions and Nursing Student Loan Programs entitles the borrower to cancellation of the loan in the event of permanent and total disability.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-81-5, Item 25H

Disposition Instruction

Cutoff Instruction	Cutoff annually.
Retention Period	Destroy 6 years after the loan program goes into phase-out.

Additional Information

GAO Approval	Not Required

3.4 Construction and Modernization Loans (SECTION 242 OF THE NATIONAL HOUSING ACT)

Disposition Authority Number	DAA-0512-2014-0004-0037

Project loan files for the mortgage insurance program administered by Health Resources and Services Administration for the Department of Housing and Urban Development.

Final Disposition	Temporary
Item Status	Pending

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5-45
	Disposition Instruction	
	Cutoff Instruction	Retain 2 years after term of mortgage has been completed.
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
3.5	Direct Loans, Loan Guarantees and Interest Subsidies (Title VI Hill-Burton)	
	Disposition Authority Number	DAA-0512-2014-0004-0038
	Project files which consist of application, loan closing documents and financial data used in the ongoing servicing of the loan.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 46
	Disposition Instruction	
	Cutoff Instruction	Cutoff after release of loan obligation.
	Retention Period	Destroy immediately after cutoff.
	Additional Information	
	GAO Approval	Not Required
3.6	Low Interest Student Loans	
	Disposition Authority Number	DAA-0512-2014-0004-0039
	The purpose of this program is to increase educational opportunities for students in need of financial assistance to pursue a course of study in specified health professions by providing long-term, low interest loans. These records consist of	

or relate to reports except final reports), applications, notices of award, annual operating reports, letters of support, school faculty, school facilities, budget justifications, expenditure reports, obligated balances, payment requests, site visits, surveys, evaluations, recommendations, audits and objectives and goals. Final reports are covered in item 11-15.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-81-5, Item 25.A.1

Disposition Instruction

Cutoff Instruction	Cutoff after final payment or when resolution of any adverse audit findings occurs, whichever is later.
Retention Period	Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

3.7 Insured Health Loans

Disposition Authority Number	DAA-0512-2014-0004-0040

The purpose of this program is to encourage lenders to make loans to eligible students in specified health professions who desire to borrow money to pay for their educational costs. In addition, certain nonstudents (such as doctors serving as interns or residents) can borrow in order to pay the current interest changes accruing on earlier HEAL loans. These records consist of or relate to student loan applications, lender applications, loan manifests, terms of agreement, budget justifications, periodic reports, site visits, surveys, evaluations, recommendations, audits, and objectives and goals.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-81-5, Item 25.O.1

Disposition Instruction

Retention Period	Destroy 6 year(s) after final payment or when resolution of any adverse audit findings occurs, whichever is later

Additional Information

GAO Approval	Not Required

3.8 **Shortage Area Loan Cancellation**

Disposition Authority Number	DAA-0512-2014-0004-0041

Files Consists of files on shortage areas, correspondence on the various disciplines (Med, Vet, etc.) and student files on cancellation of Health Profession Loans.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-81-5, Item 25.D

Disposition Instruction

Cutoff Instruction	Cutoff after cancellation of loan.
Transfer to Inactive Storage	Transfer to the FRC 10 years after cutoff.
Retention Period	Destroy 15 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

4 **Advisory Committee**

4.1 **Program Committees and Policy Councils (Division Level and Above)**

Disposition Authority Number	DAA-0512-2014-0004-0042

Individual files on Councils and Committees, arranged alphabetically by agency/ program/committee. Includes agendas and minutes of meetings, authority for establishment, statements of missions, original charters, memberships, committee reports, written policies, procedures, management guidelines, modifications, pending actions, and related correspondence: Bureau/Office retains records copies. Files arranged alphabetically by title.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Cutoff Instruction	Cut off files annually and hold in active files until Council Committee is abolished, terminated, or transferred.
Transfer to Inactive Storage	Retire to records center every 3 years or sooner if volume requires
Transfer to the National Archives for Accessioning	offer to NARA when 15 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1978 To 2014
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	88 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4.2 **Committee Policies and Related Materials (Below the Division Level)**

Disposition Authority Number	DAA-0512-2014-0004-0043

Includes written policies, guidelines and procedures for committee management.

Final Disposition	Temporary

	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 6.1
	Disposition Instruction	
	Cutoff Instruction	Cutoff when no longer needed.
	Retention Period	Retain until obsolete or superseded and destroy.
	Additional Information	
	GAO Approval	Not Required
4.3	**Committee Membership Files**	
	Disposition Authority Number	DAA-0512-2014-0004-0044
	Includes curriculum vitae, background documents on members and related correspondence. Updated regularly. Current and former members are kept separate. Files on former members are used as a talent bank	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 6.2
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually
	Retention Period	Retain until no longer needed for operations and destroy.
	Additional Information	
	GAO Approval	Not Required
5	**Legislative Affairs**	
5.1	**Legislation Briefing Notebooks**	

	Disposition Authority Number	DAA-0512-2014-0004-0045
	Binders developed on all major HRSA related issues and pending legislation by program area issues. Consists of issues and proposed legislation, with supporting documentation as necessary.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 13.4A
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of each Congressional session
	Transfer to Inactive Storage	Transfer the record set to the FRC after cutoff.
	Retention Period	Destroy 20 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
5.2	Legislative History	
	Disposition Authority Number	DAA-0512-2014-0004-0046
	Files describing HRSA legislative interpretations, requests for agency representation at scheduled Congressional hearings, final copies of prepared opening statements and testimonies given before Congressional committee hearings, written comments on Agency related bills, compilations of historical summaries of laws applicable to the Agency's mission and functions, legislation establishing or amending agency programs, copies of all Agency-related bills as approved by the President, correspondence and reports.	
	Final Disposition	Permanent
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 13.1.A

Disposition Instruction

Cutoff Instruction	Cutoff annually
Transfer to the National Archives for Accessioning	Transfer to National Archives when 15 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1985 To 2014
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50	GB
Paper		
Microform		
Hardcopy or Analog Special Media		

5.3

Legislative Proposals

Disposition Authority Number	DAA-0512-2014-0004-0047

Individual case files which include back-up documents from all HRSA components, essential working documents, and final legislative proposal from HRSA (with any modifications), PHS, the Department or OMB.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-90-82-5, Item 13.2.A

Disposition Instruction

	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
5.4	Comments on Bills	
	Disposition Authority Number	DAA-0512-2014-0004-0048
	Individual case files consist of requests from the Congress to comment on proposed legislation impacting on the program of HRSA and final comments transmitted to Congress	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-90-82-5, Item 13.5.A
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy 2 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
5.5	Legislative Reports	
	Disposition Authority Number	DAA-0512-2014-0004-0049
	Files consist of periodic, statutorily-required reports to Congress, intermittent reports, and the finalized record copy transmitted to the Secretary, with pertinent supporting documentation.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

	GRS or Superseded Authority Citation	NC1-90-82-5, Item 13.3.A
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
5.6	Program Legislative Planning/Implementation	
	Disposition Authority Number	DAA-0512-2014-0004-0050
	Files contain plans and other documents, including written opinions from Office of the General Counsel (OGC) relating to the implementation of specific Public Laws that concern HSRA programs both at Headquarters and in the Regional Offices. The files contain separate folders for each major component (bureau) and records accumulated in drafting or commenting on proposed legislation for each bureau.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff after each Congressional session ends.
	Retention Period	Destroy 8 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
6	HRSA Systems	
6.1	HRSA Web Content and Web Management and Operations Records Websites: hrsa.gov; ask.hrsa.gov; intranet.hrsa.gov; ntacc.bhpr.hrsa.gov	
6.1.1	Public Website: www.hrsa.gov; www.ask.hrsa.gov	
	Disposition Authority Number	DAA-0512-2014-0004-0051
	The program websites provide information to the public about the agency and its services. The websites include web version of the the following: - Information about the agency including mission statements, organizational structure, budgeting, and strategic planning - Press releases and information about special events and	

conferences - Agency policies and guidance - Statistics and research conducted by the agency - Grant opportunities - Information about agency programs and services - Information about and/or links to online resources related to agency services and programs

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No

Disposition Instruction

Retention Period	Destroy immediately after superseded or obsolete.

Additional Information

GAO Approval	Not Required

6.1.2 Website for Geriatric Education Centers (http://ntacc.bhpr.hrsa.gov/)

Disposition Authority Number	DAA-0512-2014-0004-0052

The National Training and Coordination Collaborative (NTACC) website, (http://ntacc.bhpr.hrsa.gov), provides information to Geriatric Education Centers. It is not a public website and requires a password to enter. Passwords are generated at NTACC central office, located at Case Western Reserve University. The website includes web versions of the following: - Information about the NTACC including mission statements, organization structure, evaluation frameworks, calendar of events, links to publications and other websites - Information about special events and conferences - Statistical reports complied by the NTACC on GEC needs assessment data - The website also includes content pertaining to current legislation affecting geriatrics education and links to on-line surveys created by the NTACC as part of its quality improvement

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy immediately after superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
6.1.3	Intranet website (www.intranet.hrsa.gov)	
	Disposition Authority Number	DAA-0512-2014-0004-0053
	The website includes web versions of information for agency staff, including: - News and events - Information and links to staff resources and services - Policy and guidance - Organizational charts - Staff directories - Information about agency projects - Strategic planning	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy immediately after superseded or obsolete
	Additional Information	
	GAO Approval	Not Required
6.1.4	Web policies and procedures.	
	Disposition Authority Number	DAA-0512-2014-0004-0054
	Records reflecting the policies and procedures established to ensure oversight of agency web content (internet and intranet). This includes policies outlining the process by which materials are added, changed and/or deleted from the websites.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year when superseded or obsolete.
	Retention Period	Destroy 1 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
6.1.5	**Website design records**	
	Disposition Authority Number	DAA-0512-2014-0004-0055
	Records produced in the process of developing and updating design and implementation of pages on the agency websites (internet and intranet), including design records and templates.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year when superseded or obsolete.
	Retention Period	Destroy 1 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
6.2	**Bureau of Clinician Recruitment and Services (BCRS) Management Information System Solution (BMISS)**	

Bureau of Health Workforce (BHW) Management Information System Solution (BMISS): An IT system modernization program that replaces and/or retires a multitude of BHW legacy systems (including BHCDANET) that contain information collected from individual scholarship and loan repayment applications, documents concerning the individual's participation in the scholarship or loan repayment program, and recruitment and retention assistance applications and monitoring data from individual sites, thus improving information management across the BHW enterprise. BMISS includes applicant and participant information for the following HRSA sponsored scholarship and loan programs: National Health Service Corps Scholarship Program (NHSC SP), National Health Service Corps Loan Repayment Program (NHSC LRP), Nurse Corps Loan Repayment Program (NURSE Corps LRP), (formerly Nursing Education Loan Repayment Program (NELRP), Nurse Corps Scholarship Program (NURSE Corps SP), (formerly Nursing Scholarship Program (NSP), Native Hawaiian Health Scholarship Program (NHHSP), Faculty Loan Repayment Program (FLRP), and the Students to Service (S2S). Applicants and/or Participants are in the Records System, HHS/ HRSA/BHW. These records are maintained by the Bureau of Health Workforce (BHW). These records relate to individuals who have applied for, who have been approved to receive, who are receiving, or who have received awards under HRSA Scholarship and Loan Repayment Programs; records include the individual's name, address(es), telephone number(s), email address(es), Social Security number (SSN); scholarship, loan repayment, Ambassadors, Alumni, application and associated forms/documents, contracts, employment data, professional performance and credentialing history of licensed health professionals; preference for site-selection; personal, professional, and demographic background information; academic and/or service progress reports (which include related data, correspondence, and professional performance information consisting of continuing education, performance awards, and adverse or disciplinary actions); commercial credit reports, educational data including tuition and other related education expenses; educational data including academic program and status; information concerning educational loans; employment status verification (which includes certifications and verifications of service obligation); medical data, financial data, payment data and related forms, deferment/placement/suspension/ waiver data and supporting documentation; repayment/delinquent/default status information, correspondence to and from Program applicants and participants and/or their representatives, Claims Collection Litigation Reports for default cases referred to the Department of Justice (DOJ) The system contains information about the following categories of individuals: • Individuals who have applied for, who are receiving, or who have received awards under the following programs: the National Health Service Corps Scholarship Program (NHSC SP), the National Health Service Corps Loan Repayment Program (NHSC LRP), Students to Service (S2S), the NURSE Corps Loan Repayment Program (NURSE Corps LRP) (formerly the Nursing Education Loan Repayment Program (NELRP), the NURSE Corps Scholarship Program (NURSE Corps SP) (formerly the Nursing Scholarship Program (NSP), the Native Hawaiian Health Scholarship Program (NHHSP), and the Faculty Loan Repayment Program (FLRP). • Health Provider

records consist of name, Social Security number, scholarship application, Site visits, Loan Repayment Program application, and Associated forms , contracts, employment data, professional performance, and credentialing history of licensed health professionals; preference for site-selection; personal, professional, and demographic background information; progress reports (which include related data, correspondence, and professional performance information consisting of continuing education, performance awards, and adverse or disciplinary actions); payroll forms, loan repayment forms, deferment and placement data; and repayment/delinquent/default status information. The records are included in Privacy Act Systems 09-15-0037,

6.2.1 Scholarship and Loan Repayment Programs - Successful

Disposition Authority Number	DAA-0512-2014-0004-0056

Files concerning active participants

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-512-92-01

Disposition Instruction

Cutoff Instruction	Cutoff after service completion or other disposition of participant
Retention Period	Destroy 15 year(s) after cutoff

Additional Information

GAO Approval	Not Required

6.2.2 Scholarship and Loan Repayment Programs - Unsuccessful

Disposition Authority Number	DAA-0512-2014-0004-0057

Unfunded or withdrawn applicant

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-512-92-01 25.P.1
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year in which they applied
	Retention Period	Destroy 6mths after end of fiscal year
	Additional Information	
	GAO Approval	Not Required
6.2.3	**Waiver Documentation Files**	
	Disposition Authority Number	DAA-0512-2014-0004-0058
	Files concerning participants whose obligations are waived, or cancelled. Files include collection records, project financial, employment, and in-service verifications, staffing reports, and HPSA data.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-90-81-05-19.D.3
	Disposition Instruction	
	Cutoff Instruction	Cutoff after final payment
	Retention Period	Destroy 6 year(s) after final payment , or upon resolution of any adverse audit findings
	Additional Information	
	GAO Approval	Not Required

6.2.4

Health Service Sites Corps Inactive or Terminated

Disposition Authority Number	DAA-0512-2014-0004-0059

The purpose of the program is to identify health Facilities in areas of critical shortages of health professionals. Records consist of site applications or relate to such matters as site visits, applicant community profiles, biographical sketches, applicant questionnaires, job descriptions, accessibility and authorization of field personnel.

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	NC1-90-81-5, Item 19.D.1

Disposition Instruction

Cutoff Instruction	Cut off annually
Retention Period	Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval	Not Required

6.2.5

Health Service Sites Corps Unapproved

Disposition Authority Number	DAA-0512-2014-0004-0060
Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	NC1-90-81-5, Item 19/D.1

Disposition Instruction

Cutoff Instruction	Cutoff at end of Fiscal Year
Retention Period	Destroy 6 months after cutoff.

Additional Information

GAO Approval	Not Required

6.3 HRSA Correspondence Tracking System

The Offcial Correspondence Files of the Health Resources and Services Administration. Offical record copies of Individuals who have sent written correspondence (including e-mails and faxes) or other documents to the Administrator, HRSA, the Deputy Administrator, an Associate Administrator, or a Bureau Director, or individuals who have been contacted in writing by one of these officials. Correspondence includes incoming letters, memos, relevant background information, and agency outgoing correspondence. Other documents include Reports to Congress, Regulations, Federal Register notices and records management schedules. This information is contained on a secured network server managed by IT staff.

6.3.1 Official Correspondence Files

6.3.1.1 Official Correspondence

Disposition Authority Number	DAA-0512-2014-0004-0061

Incoming and outgoing correspondence, reports, studies, memoranda, and other documents in the Immediate Office of the Administrator of Health Resources and Services Administraton that (1) issue police, prescribe procedures, or affect organizational structures, (2) provide executive direction or document major functions, (3) pertain to relations with the White House, HHS Secretary and staff, Regional Health Administrators; and other federal agencies, plans, and organizational structures established to fulfill the mission of HRSA and HRSA Components. This includes all correspondence of the Immediate Office of the Administrator, including the responses created by other office of HRSA, signed by the Administrator.

Final Disposition	Permanent
Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

GRS or Superseded Authority Citation: NC1-90-76-5/11a

Disposition Instruction

Cutoff Instruction: Cut off at the end of calendar year in which correspondence was created or received.

Transfer to the National Archives for Accessioning: Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

Additional Information

First year of records accumulation: 2005

What will be the date span of the initial transfer of records to the National Archives?: From 2005 To 2015

How frequently will your agency transfer these records to the National Archives?: Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 GB	
Paper	8.0 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

6.3.1.2

General Correspondence

Disposition Authority Number: DAA-0512-2014-0004-0062

Individuals who have sent written correspondence (including e-mails and faxes) or other documents to the Administrator, HRSA, the Deputy Administrator, an associate administrator, or a bureau director, or individuals who have been contacted in writing by one of these officials. Correspondence for the signature of the Secretary, Undersecretry, Assistant Secretary for Health, as well as for direct reply by program official. Clearance files and Congressional correspondence for direct reply. General correspondence relate to such matterws as inquires about ongoing program, general public inquires and remarks, rquests for information; and explanation on regulatons, directives, procedures, and policies. The records pertain to routine and administrative matters.

	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-90-82-5-15-2
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
6.3.1.3	**Master Files - Correspondence Tracking System**	
	Disposition Authority Number	DAA-0512-2014-0004-0165
	Final Disposition	Permanent
	Item Status	Pending
	Is this item media neutral?	No
	Explanation of limitation	Electronic format only.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
	Additional Information	
	First year of records accumulation	2005

What will be the date span of the initial transfer of records to the National Archives?	From 2005 To 2015
How frequently will your agency transfer these records to the National Archives?	Every 5 Years

7 Federal Tort Claim Act Claims Analysis and Tracking System (CART) - Master File

Disposition Authority Number DAA-0512-2014-0004-0063

The Federal Tort Claims Act (FTCA) has been the legal mechanism for compensating people who have suffered personal injury by the negligent or wrongful action of employees of the U.S. Government. The Federal Tort Claims Act (FCTA) Section 224 of the Public Health Service Act, as amended, by the Federally supported Health Centers Assistance Act of 1992 and 1995, FTCA grants medical malpractice liability protection at health centers supported by Health Resources and Services Administration (HRSA). Deemed Health Center grantees are immune from medical malpractice lawsuits resulting from the performance of medical, surgical, dental, or related functions within the approved scope or project. The records are maintained by the Office of the General Counsel (OGC) and Bureau of Primary Health Care (BPHC). Case Files contain data on petitions for compensation, including petitioner's name and name of person damaged, if different from petitioner and all relevant medical records. CART is a web-based system designed to facilitate the review, retrieval, storing, and processing of medical malpractice claims for litigation by the Office of General Counsel under the Federal Tort Claims Program. The purpose of the electronic system is to determine eligibility of petitioners to receive compensation. Deemed health center grantees are immune from medical malpractice lawsuits resulting from the performance of medical, surgical, dental, or related functions within the approved scope of project and to compensate successful petitioners in the amount determined by the court. The database will be utilized to respond to congressional inquiries, Freedom of Information Act (FOIA) requests, and litigation. Health Center grantees are immune from medical malpractice lawsuits resulting from the performance of medical, surgical, dental, or related functions within the approved scope of project. This system contains all the relevant medical, legal, epidemiological, and payment information related to the case. Case files and electronic records contain data on petition for compensation, including petitioner's name and name of person vaccinated if different from petitioner, Social Security Number, and all relevant medical records (including autopsy reports), appropriate assessments, evaluations, prognoses, and such records and documents are are reasonably necessary fro the determination of eligibility for and the amount of compensation to be paid to, or on behalf of, the person who suffered such injury or who died from the administration of the malpractice. The web-based system provides information to visitors regarding the submission, tracking, and final payment regarding a claim. The website provides contact information, risk management, legislation,

process overview, news, updates, guides and resources. Copies of official agency guidance and policies are released through Program Information Notices (PINs) and Program Assistance Letter (PALs).

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	No
Explanation of limitation	The records are solely electronic.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Cutoff Instruction	Cutoff closed case files at the end of the fiscal year.
Retention Period	Destroy 4 year(s) after cutoff

Additional Information

GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/02/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
06/24/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/27/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
06/27/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
07/29/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
08/04/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
08/04/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
08/05/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
08/05/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
08/05/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
10/01/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/03/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT

10/03/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
10/14/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
11/12/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
11/12/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
11/18/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
11/18/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
11/18/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
12/09/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/10/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
12/10/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
12/10/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/10/2014	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
12/10/2014	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
02/18/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services

03/11/2015	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
03/11/2015	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
03/11/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/17/2015	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
03/17/2015	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
04/08/2015	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/20/2015	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
04/20/2015	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
05/21/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/27/2015	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
05/27/2015	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
06/11/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
08/07/2015	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT
08/12/2015	Return to Submitter	Angela Tuscani	Records Mangement Officer	Records Management - OIT
11/09/2015	Submit For Certification	Angela Tuscani	Records Mangement Officer	Records Management - OIT

11/10/2015	Certify	Angela Tuscani	Records Mangement Officer	Records Management - OIT
06/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/02/2016	Submit For Certification	Jason Lima	Records Management Analyst	DHHS - HRSA
06/21/2016	Certify	Jason Lima	Records Management Analyst	DHHS - HRSA
09/13/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/15/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
09/19/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist