

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0020

Status: APPROVED  
Date Approved: 06/12/2024

## General Information

Agency or Establishment	Administration for Strategic Preparedness and Response
Record/Scheduling Group	0611 - Records of the Administration for Strategic Preparedness and Response
Records Schedule Applies To	Agency-wide
Schedule Subject	International Program
Additional Schedule Information	<p>The International Program records originated under the Director of Operations as a special program following the Emergency Response Schedule, DAA-0468-2012-0005. As the program grew, it followed the same program records schedule but moved under the Readiness Division. When ASPR became an agency, it was elevated to an Office. The International Program leads repatriation, overseas medical response operations, and large domestic events with substantial amounts of foreign nationals. These roles are executed through engagements with federal international and emergency preparedness response partners to support the Department of Health and Human Services and United States Government (USG) international objectives.</p> <ul style="list-style-type: none"><li>• Lead ASPR's role supporting State Department in potential large-scale evacuations of American citizens abroad, providing medical support to evacuees. This involves regular engagement with State and Defense as well as allies' medical response entities supporting these mission sets.</li><li>• Lead ASPR's role engaging with State Department in domestic ASPR responses with many foreign nationals, including helping field foreign nation consular inquiries to State about status of their nationals.</li><li>• Lead ASPR planning for operational engagement with international partners in capacity building and joint training and exercises to advance US policy objectives. These records would include training documents, SOPs, and background briefing on foreign partner capacities.</li></ul>
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: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0611-2023-0020

Item #	Title	Disposition
0001	International Operation Response Records	Temporary
0002	International Program Senior Leadership Engagement	Permanent
0003	Supporting Annexes to Existing International Policy Records	Temporary

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Records Schedule Items

DAA-0611-2023-0020-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	International Operation Response Records	
Item Description	The Pacific Area Training, Staging and Operations Site is a rented facility (e.g. Hangar 110 at Barber's Point) on Hawaii that supports ASPR operations in the U.S. affiliated Pacific Islands (USAPI), Hawaii, and the West Coast of the United States including potential use for medical care, training, exercises, and storage of supplies. These missions are dictated by ASPR mission requirements as well as agreements with FEMA and the Department of State. The records created include but are not limited to contracts, interagency agreements, training, and operational plans. The records created by ASPR's International Program inform larger interagency operational responses.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0611	
Manual Title	International Operation Response Records	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0611-2023-0020-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	International Program Senior Leadership Engagement	

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Item Description	The International Program creates briefings, memos, and letters of intent, memorandum of understanding to inform ASPR's work in USG global emergency response efforts and advancing HHS and USG global health goals in partnership with other HHS entities including the Office of Global Affairs, State Department, and Defense Department to support. These materials are used for both leadership and working level engagement. These records are used for both senior leadership (including the ASPR and the Secretary) and working level engagement to support the creation of official files and correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	High-Level-Files and Correspondence that Engenders Historical Interest
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5 GB
Approximate first year of records covered by this authority	2022
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 06/22/2022 To: 12/31/2023
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0611-2023-0020-0003	STATUS: Active
ITEM GENERAL INFORMATION	

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Item Title	Supporting Annexes to Existing International Policy Records
Item Description	International Operations drafts supporting annexes to existing International Operations Policy Frameworks such as the annex to the 2012 Policy Framework on International Deployment of Personnel that was created by ASPR as well as working with FEMA supporting consideration of international medical personnel under their Incoming Assistance Framework. This will involve meeting notes, research, consultations, and briefing memos.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Annexes to Existing International Policy Records
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 15 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	Colleen Shogan	06/12/2024