

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2011-0006

Status: INACTIVE
Date Approved: 12/27/2012

General Information

Agency or Establishment	Department of Health and Human Services
Record/Scheduling Group	0468 - General Records of the Department of Health and Human Services
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Secretary
Minor Subdivision	Immediate Office of the Secretary
Schedule Subject	Official Correspondence Files of the Secretary of the Department of Health and Human Services
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This records schedule updates previously approved records schedule NC1-235-80-1, item 100-01a and NC1-235-82-1, item 100-01a; HHS OS Handbook item 100-01a (Official Correspondence of the Secretary).</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 1

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-0468-2011-0006

Item #	Title	Disposition
0001	Official Correspondence Files of the Secretary : Official Correspondence	Permanent
0002	Official Correspondence Files of the Secretary : Working Files	Temporary
0003	Correspondence Management System : Master Files	Permanent

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Records Schedule Items

Group Title	Official Correspondence Files of the Secretary
Group Description	Official record copies of correspondence (including electronic mail), and associated background materials (copies of incoming and outgoing memorandums, comments, drafts and similar documents) of the Secretary, Secretary's Chief of Staff, Deputy Secretary to the Secretary, Executive Secretary to the Secretary, White House Liaison, Counselors to the Secretary, Directors of the Office of Disability and the Office of Health Reform (and any future Directors established under the IOS umbrella), and any HHS Official acting on behalf of any of these positions.
DAA-0468-2011-0006-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Official Correspondence
Item Description	Incoming and outgoing correspondence, reports, studies, memoranda, and other documents in the Immediate Office of the Secretary of the Department of Health and Human Services that: (1) issue policy, prescribe procedures, or affect organizational structures; (2) provide executive direction or document major functions; (3) pertain to relations with the White House, Executive Office for the President, Congress, or the public; (4) prescribe policy; (5) pertain to litigation and formal legal opinions; and (6) document the policies, programs, plans, and organizational structures established to fulfill the mission of HHS and OS Components. This includes all correspondence in the Immediate Office of the Secretary, including the responses created by other offices of HHS, signed by the Secretary, and filed in the immediate office of the Secretary.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
NC1-235-80-1 Items 100-01A and 100-01B	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded by DAA-0468-2023-0002-0001 on 04/12/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which correspondence was created or received.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer records to the National Archives in 4 year blocks when the most recent records in the block are 15 years old.
ADDITIONAL INFORMATION	
Approximate first year of records covered by this authority	2002
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2002 To: --/--/2017
Frequency of transfer	4
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0468-2011-0006-0002 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Working Files
Item Description	Drafts, notes, comments, electronic mail messages, and related working papers created during the drafting of the correspondence described in item 0001 of this records schedule.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded by DAA-0468-2023-0002-0002 on 04/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of each fiscal year in which received in the Immediate Office of the Secretary.

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Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Correspondence Management System
Group Description	Electronic imaging system, currently known as “Secretary's Policy System (SPS)”, used to maintain electronic copies (scanned images, word processing copies, electronic mail copies) of incoming correspondence, responses with the Secretary’s signature, and enclosures. It is an electronic system of the Immediate Office of the Secretary used to collect, route and manage the correspondence of the Secretary. This system also contains metadata that serves as a tracking tool to the permanent official correspondence files of the Secretary

DAA-0468-2011-0006-0003 **STATUS: INACTIVE - NOT FOR USE**

ITEM GENERAL INFORMATION

Item Title	Master Files
Item Description	Correspondence Tracking Data: Data elements include but are not limited to system tracking number, name assigned to the distribution/management of the documents, receipt and processing dates, subject, originator, individual assigned to the correspondence reply, name of Office of the Secretary Staff Division (STAFFDIV) and/or HHS Operating Division (OPDIV) assigned to the correspondence reply.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-468-99-1, item 2	No
NC1-235-82-1, 100-02	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION	
DO NOT USE. Superseded by DAA-0468-2023-0002-0001 on 04/12/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which correspondence was created or received.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives in 4 year blocks immediately after cutoff.
ADDITIONAL INFORMATION	
Date span of the initial transfer	From: --/--/2008 To: --/--/2012
Frequency of transfer	4
Are any of the records covered by this item subject to a FOIA exemption?	

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Signatory Information

Action	User	Date
Accept	Data Migration	10/17/2011
Approve	David Ferriero	12/27/2012