

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0004

Status: APPROVED
Date Approved: 05/09/2024

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	PHEMCE Confidentiality Commitment Form
Additional Schedule Information	<p>In 2022, the Administration for Strategic Preparedness and Response (ASPR) was elevated to an Operating Division within the U.S. Department of Health and Human Services (HHS). ASPR realigned functions reflect the changes mandated by the 21st Century Cures Act and the Pandemic and All-Hazards Preparedness and Advancing Innovation Act to address ever-increasing manmade and naturally occurring threats which degrade public health, access to healthcare, access to emergency medical services and national security.</p> <p>Biological Advanced Research and Development Authority (BARDA) is an office within ASPR. BARDA uses an integrated, systematic, portfolio-based approach to support advanced research and development of medical countermeasures (MCM) to mitigate Chemical/Biological/Radiological/Nuclear (CBRN) threats, Pandemic Influenza (PI) and Emerging Infectious Diseases (EID).</p> <p>The Public Health Emergency Medical Countermeasures Enterprise (PHEMCE) coordinates Federal efforts to enhance chemical, biological, radiological and nuclear threats (CBRN) and emerging infectious diseases (EID) preparedness from a medical countermeasure (MCM) perspective. The PHEMCE is led by the HHS Office of the Assistant Secretary Administration for Strategic Preparedness and Response (ASPR) and includes three primary HHS internal agency partners: the Centers for Disease Control and Prevention (CDC), the Food and Drug Administration (FDA) and the National Institutes of Health (NIH), as well as several interagency partners: the Department of Defense (DoD), the U.S. Department of Veterans Affairs (VA), the Department of Homeland Security (DHS) and the U.S. Department of Agriculture (USDA).</p>

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Core planning activities performed by PHEMCE include, but are not limited to, establishing requirements for civilian medical countermeasures, medical countermeasure preparedness assessment, establishing and prioritizing medical countermeasure requirements, research and development and planning for the acquisition, stockpiling, distribution and utilization of medical countermeasures. These records are scheduled under DAA-0468-2015-0001-0004 Public Health Policy Group, Team, Council, and Committee Records and DAA-0468-2015-0001-0005 Working Records of the Public Health Policy Group, Team, Council, and Committee Records. Note: Public Health Policy records schedule DAA-0468-2015-0001 cover records created before June 29, 2022. Records created after June 29, 2022 will fall under a new Public Health Policy records schedule under records group 0611.

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: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0611-2023-0004

Item #	Title	Disposition
0001	PHEMCE Confidentiality Commitment Form	Temporary

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Records Schedule Items

DAA-0611-2023-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	PHEMCE Confidentiality Commitment Form	
Item Description	This form is required as stated in the Memorandum of Understanding with the Food and Drug Administration, Exhibit B, Appendix I Section II provides the requirements to implement the form. This form protects the records created from the core planning activities protecting all ASPR/BARDA staff interactions and documentation as a part of meetings, discussions, or other communications regarding the development of the PHEMCE. These core planning activities include information that is trade secret, confidential commercial or financial information, personal privacy information, or pre-decisional or deliberative information that has been provided to or belongs to one of the HHS internal agency partners.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0611	
Manual Title	PHEMCE Confidentiality Commitment Form	
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 when the employee formally departs ASPR.	
Retention Period	Destroy 6 year(s) after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	https://www.fda.gov/about-fda/domestic-mous/mou-225-13-0028	
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
Accept	Valerie Terray	09/25/2023
Approve	Colleen Shogan	05/09/2024