

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-442-05-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/4/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item C superseded by DAA-GRS-2016-0016-0002

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|--|-----------------------------------|---|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>71-442-05-2</i> | DATE RECEIVED <i>2-3-2005</i> |
| 1 FROM (Agency or establishment) <i>Department of Health and Human Services</i> | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Centers for Disease Control and Prevention (CDC) | | In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION Office of Terrorism Preparedness and Emergency Response | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Jimmy A Harrison | 5 TELEPHONE (404) 498-1509 | DATE <i>6/26/06</i> | ARCHIVIST OF THE UNITED STATES <i>Plus Wanta</i> |

6 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached; or has been requested.

| | | |
|---------------------------|---|--|
| DATE <i>FEB 1 2005</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> A Prentice Barnes, Sr. | TITLE DHHS Records Management Officer |
|---------------------------|---|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------|---|----------------------------------|---------------------------------|
| 1 | <p>Recorded Telephone Messages from the CDC Director's <u>Emergency</u> Operations Center (DEOC) See attached for the proposed records schedule, pages 1-2.</p> <p>CDC Internal approvals located on page 2 of the proposed schedule <i>revised schedule approved by CDC PD, Jimmy Harrison on 1/30/06 after program approved</i></p> | New Item | |

PROPOSED SF-115, REQUEST FOR DISPOSITION AUTHORITY, COVERING THE LEGAL DISPOSITION OF RECORDED TELEPHONE CALLS FROM THE CDC DIRECTOR'S EMERGENCY OPERATIONS CENTER (DEOC)

The Director's Emergency Operations Center (DEOC) serves as the CDC/ATSDR's central public health incident management center for coordinating and supporting the staff, information, communications, and security issues associated with CDC's response to public health disasters, emergencies, disease outbreaks, and investigations.

Audio recordings of each telephone call received by the CDC DEOC watch staff and duty officer personnel. These calls relate to possible outbreaks of disease, terrorist events involving etiologic agents, and other related events. These records are recorded digitally on WAVE files and stored electronically on a standalone server. Files are backed up daily via a local tape drive. Conversation recordings can also be archived to DVD for future retrieval.

Records used to track telephone calls received in the DEOC are both in written and electronic form. The Peregrine system is used for Items B and is used for follow-up purposes and for statistical information.

- A. Routine Recorded Messages and associated log book. Calls which are responded to with general information, forwarded to another CDC office for general handling, or not elevated for further action. Also includes written "log book" which contains limited information such as date and time of call. The information is not automated.

Authorized Disposition: TEMPORARY. Cut off files on a monthly basis. Destroy records 90 days after cut off.

- B. Substantive Recorded Messages Elevated for Further Action and associated tracking and indexing system. Messages resulting in an action taken by the watch staff or duty officer that are of such a nature that protocols associated with the incident require notification to CDC leadership or other program staff, but not necessarily to DHHS leadership. Also includes information from the Peregrine indexing system which contains information such as time of call, name of caller, general subject (synopsis), and follow-up action(s), if any. Excluded are copies maintained by program office responsible for follow-up.

Authorized Disposition: TEMPORARY. Cut off files and move recorded messages to storage device on a monthly basis. Destroy 2 years after cut off.

Messages of Unusual Importance and associated report from indexing system. Messages that result in outstanding issues of merit and public interest and which document an important public health event of an unusual and significant nature and incident protocols require notification to CDC leadership as well as DHHS leadership. These messages contain significant evidentiary, informational and possible historic value that merit long-term retention. Also included is associated report from Peregrine that is generated to paper. File with appropriate record series and destroy/delete or transfer when no longer needed for administrative, legal, fiscal, or reference purposes, as determined by NARA approved authority for those records.

C. Electronic Mail and Word Processing System Copies

- 1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Authorized Disposition: **TEMPORARY.** Delete within 180 days after the recordkeeping copy has been produced.

- 2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Authorized Disposition: **TEMPORARY.** Delete when dissemination, revision, or updating is complete

Approvals:

_____ date _____

Jimmy A. Harrison, CDC Records Officer

_____ date _____

Joseph A. Foster, CDC Legal Representative

_____ date _____

Philip Navin, Acting Director, Director's Emergency Operations Center (DEOC)

approved by CDC RO on 1/30/06