

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2022-0002

Status: APPROVED  
Date Approved: 07/10/2024

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## 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	Office of the Assistant Secretary for Preparedness and Response
Schedule Subject	Recovery Operations Records
Additional Schedule Information	<p>The National Disaster Recovery Framework (NDRF) established six Recovery Support Functions (RSF) and identified the Department of Health and Human Services (HHS) as the Coordinating Agency for the Health and Social Services (H&amp;SS) RSF. The mission of the H&amp;SS RSF is for the federal government to support locally-led recovery efforts to restore public health, healthcare and social services networks and to promote the resilience, health, and well-being of disaster-affected individuals and communities.</p> <p>The Division of Recovery serves as the Department's coordinating office in support of the NDRF. The Division of Recovery deploys H&amp;SS Field Coordinators tasked with conducting mission scoping assessments of post-disaster impacts to health and social services systems in the affected states and territories to determine and quantify the type and level of enhanced recovery support through the RSF. The nine core mission areas of the H&amp;SS RSF are: public health, healthcare services, environmental health, behavioral health, food and safety and regulated medical products, social services, referral to social services/disaster case management, long-term recovery impacts to first responders, and children in disasters (schools, children, and youth).</p> <p>If the mission is conducted pursuant to a mission assignment issued under the Stafford Act, closure is on the last date of performance period of the mission assignment.</p> <p>In the event the mission is a Non-Stafford Act event, closure is on the date the Secretary's Operations Center closes the incident for reporting.</p> <p>Records created before June 29, 2022 are scheduled under DAA-0468-2022-0002.</p>

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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: 4  
Number of Temporary disposition items: 3  
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-0468-2022-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Recovery Operations Records : Recovery Operations Records that Engender Historical Interest Records	Permanent
0002	Recovery Operations Records : Other Recovery Operations Records	Temporary
0003	Recovery Operations Records : Substantive Recovery Working Records	Temporary
0004	Recovery Operations Records : Internal Recovery Operation Records	Temporary

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Records Schedule Items

<b>Group Title</b>	Recovery Operations Records
<b>Group Description</b>	<p>The ASPR Recovery Program supports federal interagency partners, states, tribes, territories, local governments, healthcare and social services systems, and residents of communities affected by disaster and public health emergencies, and is activated in response to FEMA activation pursuant to a request from State, Tribal, or Territorial government.</p> <p>H&amp;SS RSF mission priorities are:</p> <ul style="list-style-type: none"> <li>• Supporting States, Tribes, Territories, and Local (STTL) authorities in identifying long term recovery needs from natural and/or manmade disasters.</li> <li>• Assist the STTL in identifying short term, courses of action to address impacted areas in recovering from the disaster.</li> <li>• In coordination with the STTL, develop the short and long-term plans outlining roles and responsibilities, to include the final transition plan concluding the mission.</li> </ul>
DAA-0468-2022-0002-0001	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Recovery Operations Records that Engender Historical Interest Records

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<b>Item Description</b>	<p>Records that document natural and man-made disasters or other events that engender long-term, final after-action reports, post-event review, lessons learned, and historical interest. These events are designated by multiple factors such as:</p> <ol style="list-style-type: none"> <li>1. the appointment of a Federal Disaster Recovery Coordinator;</li> <li>2. the activation of the H&amp;SS RSF, and any of the following: <ol style="list-style-type: none"> <li>a. a catastrophic Incident that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions,</li> <li>b. the declaration of an Incident of National Significance as defined by the National Response Plan,</li> <li>c. the activation of a Public Health Emergency Declaration or</li> <li>d. the activation of the National Disaster Medical System.</li> </ol> </li> </ol> <p>These records include, but are not limited to: plans, correspondence, deployment or activation summaries, mission scoping assessments, impact analyses reports, recovery strategies and final reports.</p> <p>This category covers, for example, records matching the scale of disasters such as Hurricane Katrina, September 11, 2001, Harvey/Irma/Maria, and COVID-19.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	0611
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year when the recovery response is closed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:10 GB
Approximate first year of records covered by this authority	2016

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End year of records covered by this authority	Year: 2022
Date span of the initial transfer	From: 01/01/2016 To: 12/31/2016
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0468-2022-0002-0002 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Other Recovery Operations Records
Item Description	Records that document recovery activities not described in Item 0001 i.e. small-scale disasters or incidents records, plans, correspondence, deployment or activation summaries, impact analyses reports, recovery support strategies, incident guidance, site incident reports, and policy development documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the recovery response is closed.
Retention Period	Destroy 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
<b>DAA-0468-2022-0002-0003 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Substantive Recovery Working Records

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Item Description	These records include the notes, background materials, request for resources, requests for information, job aids, activity logs, mission assignments, task orders, accountability rosters, task lists, plans, correspondence, deployment or activation summaries, impact analyses reports, recovery support strategies, incident guidance, site incident reports, and policy development documents and drafts used to create the recovery coordination records in Items 0001 and 0002.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the recovery response is closed.
Retention Period	Destroy 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
<b>DAA-0468-2022-0002-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Internal Recovery Operation Records
Item Description	These records include internal after-action reports, operation analysis, and conclusions that inform grant proposals and Congressional inquiries. Public after-action reports are scheduled in 0001 and 0002. This is a small amount of records; however the data is crucial to other ASPR programs such as grants and legislative affairs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No



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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the recovery response is closed.
Retention Period	Destroy 30 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	07/10/2024