

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0512-2024-0001

Status: APPROVED
Date Approved: 06/22/2024

General Information

| | |
|--|--|
| Agency or Establishment | Health Resources and Services Administration |
| Record/Scheduling Group | 0512 - Records of the Health Resources and Services Administration |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | Employee Performance Records for Presidential Appointees |
| Additional Schedule Information | The Office of Human Resources is responsible for managing Presidential Appointees' performance records. Presidential appointees are not covered by the GRS. The Exclusion: Performance records of Presidential appointees are not covered by the GRS such records must be scheduled by submitting an agency-specific schedule to NARA (DAA-GRS-2017-0007-0010 GRS 2.2, item 072) |
| 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-0512-2024-0001

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Employee Performance Records for Presidential Appointees | Temporary |

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Records Schedule Items

| | | |
|---|--|----------------|
| DAA-0512-2024-0001-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Employee Performance Records for Presidential Appointees | |
| Item Description | Performance records pertaining to Presidential appointees not covered by the General Records Schedule (GRS). | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| MANUAL CITATION | | |
| Agency Code | 0512 | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | No | |
| Is this item a deviation from the GRS? | Yes | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |
| Cutoff Instructions | Other: Cutoff upon the end of the employee Presidential appointment | |
| Retention Period | Destroy 5 year(s) after the 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 |
|---------|-----------------|------------|
| Accept | Bethany Reiswig | 01/22/2024 |
| Approve | Colleen Shogan | 06/22/2024 |