

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0014

Status: APPROVED
Date Approved: 06/22/2024

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	Emergency Response Activities Records
Additional Schedule Information	<p>The Office of the Assistant Secretary for Preparedness and Response (ASPR) was created by the 2006 Pandemic and All-Hazards Preparedness Act moving the National Disaster Medical System (NDMS) from the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) to the Department of Health and Human Services (HHS)/ASPR establishing HHS as the primary agency for Emergency Support Function (ESF) #8. In 2008, DHS/FEMA replaced the National Response Plan of 2004 with the National Response Framework and kept HHS as the lead agency of ESF #8. In 2013 the Pandemic and All-Hazards Preparedness Reauthorization Act transferred the Medical Reserve Corps from the Office of the Assistant Secretary for Health to ASPR. The 2019 Pandemic and All-Hazard Preparedness and Advancing Innovation Act established programs and authorized appropriations for HHS. On June 29, 2022, ASPR became an agency, changing its name to the Administration for Strategic Preparedness and Response.</p> <p>ASPR leads the nation’s medical and public health preparedness for, response to, and recovery from disasters and public health emergencies. ASPR collaborates with hospitals, healthcare coalitions, biotech firms, community members, state, local, tribal, and territorial governments, and other partners across the country to improve readiness and response capabilities. To ensure ASPR is in a position to meet its mission, ASPR focuses on three key areas: Respond, Restore, and Prepare.</p> <p>This schedule addresses records pertaining to the emergency “response activities” of "respond, restore, and prepare."</p> <p>Records created before June 29, 2022 are scheduled under DAA-0468-2012-0005</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-0611-2023-0014

Item #	Title	Disposition
0001	Responses to Public Health Records : Public Health Responses that Engender Historical Interest	Permanent
0002	Responses to Public Health Records : Responses to all other Public Health Incidents	Temporary
0003	National Special Security Events (NSSEs) Records	Temporary
0004	National Infrastructure Protection Plan (NIPPs) Records	Temporary

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Records Schedule Items

Group Title	Responses to Public Health Records
Group Description	Records that document the planning and coordination of Federal public health, healthcare delivery, and emergency response systems to minimize and/or prevent health emergencies from occurring; detect and characterize health incidents; provide medical care and human services to those affected; reduce the public health and human service effects on the community; and enhance community resiliency to respond to a disaster.
DAA-0611-2023-0014-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Public Health Responses that Engender Historical Interest
Item Description	Records that document natural and man-made disasters or other events that engender long-term, post-event review, lessons learned, and historical interest. These records include final situational reports, public after-action reports, Emergency Support Function executions and alerts, activation and deactivation orders, advisories, and executive summaries. These events are designated by such factors as 1) a Presidential declared disaster that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions, 2) a Public Health Emergency (PHE) declaration by the HHS Secretary 3) the request for support by another Federal Agency when a PHE or Presidential declared disaster is not in effect. 4) executive, Congressional or judicial orders issued to retain/freeze all records associated with the incident. This category covers, for example, records matching the scale of disasters such as Hawaii Wildfires, Hurricane Ian, and COVID-19.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Public Health Responses that Engender Historical Interest

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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	Permanent
Cutoff Instructions	Cut off at end of Fiscal year when the incident response is closed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:20 GB
Approximate first year of records covered by this authority	2022
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 06/22/2022 To: 12/31/2023
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0611-2023-0014-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Responses to all other Public Health Incidents

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Item Description	Records that document other disasters or events not described in item (0001) Also includes drafts, disaster-specific daily logs, action plans, medical response records (excluding records contained in the Disaster Medical Information Suite), Patient Movement Records (PMR), transportation manifests, patient transportation authorizations, spatial data, statistic maps, and background materials used to create the final records as described in item (0001). Includes records from incidents lead by other agencies requesting the support of ASPR Response. For example, during Operation Allies Welcome, a multi-agency response lead by the U.S. Department of State, managed by US Department of Homeland Security where ASPR records created that were either internal (e.g., equipment movement, cache inventory, and deployment orders) or supplemental to other agency forms (e.g., CDC vaccination records, USCIS physical/I-765).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Responses to all other Public Health Incidents
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 Fiscal year when the incident response is closed.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0611-2023-0014-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	National Special Security Events (NSSEs) Records

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Item Description	Records that document ASPR's participation in NSSEs such as President's State of the Union Address, Democratic or Republican National Convention, etc. including but not limited to execution orders, operations orders, daily logs, task orders, and action plans.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	National Special Security Events (NSSEs) Records
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 Fiscal year when the incident response is closed.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0611-2023-0014-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	National Infrastructure Protection Plan (NIPPs) Records

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Item Description	In 2019, the Pandemic and All-Hazards Preparedness and Advancing Innovation Act (PAHPAIA), formally identified ASPR as the Healthcare and Public Health (HPH) Sector Specific Agency (SSA). The Division of Critical Infrastructure Protection (CIP) serves as the HPH Sector Risk Management Agency (SRMA) lead for the Department of Health and Human Services, as outlined by the National Defense Authorization Act. CIP fulfills ASPR’s mandate by executing its Congressionally approved plan for implementing relevant PAHPAIA requirements and serves as the HPH SRMA lead. Records documenting activities through public and private partnerships, focusing on key organizations, executives, emergency managers, and subject matter experts to fulfil ASPR’s role as the HPH SSA. These records include but are not limited to documenting opinions, analysis, comments, justifications, and background materials. These records contribute to the annual Critical Infrastructure and Key Resources (CIKR) Protection Report for the Healthcare and Public Health Sector and the NIPP Public Health and Health Sector. The NIPP and Sector Specific Plans (SSPs) are published by the Department of Homeland Security.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	National Infrastructure Protection Plan (NIPPs) Records
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 Fiscal year when the report or plan is closed.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	phe.gov - ASPR public website - Critical infrastructure Protection Program

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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	09/29/2023
Approve	Colleen Shogan	06/22/2024