

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

---

## 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	Public Health Policy Records
Additional Schedule Information	<p>The Administration for Strategic Preparedness and Response (ASPR) Policy program advises ASPR leadership through policy options and strategic planning initiatives to support domestic and international public health emergency preparedness and response activities.</p> <p>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>Records created before June 29, 2022 are scheduled under DAA-0468-2015-0001</p>
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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

---

## Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 3

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

---

Outline of Records Schedule Items for DAA-0611-2023-0017

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Public Health Policy Records	Permanent
0002	Substantive Policy Development, Background, and Informational Materials	Temporary
0003	Stakeholder Engagement Policy Records	Temporary
0004	Public Health Policy Group, Team, Council, and Committee Records	Permanent
0005	Substantive Working Records of the Public Health Policy Group, Team, Council, and Committee Records	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

Records Schedule Items

<b>DAA-0611-2023-0017-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Public Health Policy Records	
Item Description	Public health policy records include all finalized health policies, strategic plans, and strategic implementation plans. These records include policies, policy frameworks, procedural issuances, policy statements, reports, deliverables, position papers, concept of operations, strategic plans and strategic implementation plans, and other records that document policy-making decisions, procedures, and long-term planning that are submitted for formal review through internal or external agencies. Policies such as the National Health Security Strategy and the ASPR Strategic Plan are posted on the agency's public website. These policies can be distributed to both internal and external partners.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	0611	
Manual Title	Public Health Policy Records	
<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 policy becomes obsolete or superseded.	
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:200 MB	
Approximate first year of records covered by this authority	2022	
End year of records covered by this authority	Still being created	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

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

<b>DAA-0611-2023-0017-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Substantive Policy Development, Background, and Informational Materials	
Item Description	Records that document the development of public health policies. These records include standard operating procedures, drafts, notes, comments, internal correspondence, and related working papers created during the drafting of public health policy records described in 0001. These records also include internal and administrative weekly reports, and program support materials distributed to staff in the policy program in order to share information on special events and office-wide news.	
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 policy or document was finalized and put into effect.	
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-0611-2023-0017-0003</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Stakeholder Engagement Policy Records	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

Item Description	Workshops, conferences, focus groups and meeting materials that specifically support the generation of policy guidance, requirements, or planning for policy development. These records include presentations, agendas, webcasts, webinars, meeting materials, participant lists, publications, and listening session summaries.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	0611
Manual Title	Stakeholder Engagement Policy Records
<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 document was created.
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-0611-2023-0017-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public Health Policy Group, Team, Council, and Committee Records

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

Item Description	Inter-agency, intra-agency, and internal groups, teams, councils, and committees that are dedicated to the mission of establishing policy options, planning strategic initiatives to support domestic and international public health emergency preparedness and response activities, and inform decisions and policy solutions related to research funding and coordinating a science preparedness response. Records include meeting agendas, meeting minutes, member checklists, charters, summaries of conclusions and issues, talking points, audio transcripts, expert testimony, briefing materials, slide presentations, white papers, reports, recommendations and accomplishments, decision memos, and planning and decision analysis documents. Examples of groups included in this schedule include, but are not limited to, the Public Health Emergency Management Enterprise, Disaster Leadership Group, and the HHS Biosafety and Biosecurity Coordinating Council. These records may be posted on the agency's public website and are distributed to both internal and external partners.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	0611
Manual Title	Public Health Policy Group, Team, Council, and Committee Records
<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	Other: Cut off at the end of the fiscal year in which the tenure of the appointed Assistant Secretary for the Administration for Strategic Preparedness and Response ends.
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:20 MB
Approximate first year of records covered by this authority	2022

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

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

<b>DAA-0611-2023-0017-0005</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Substantive Working Records of the Public Health Policy Group, Team, Council, and Committee Records	
Item Description	Includes records created in support of Public Health Policy Group, Team, Council and Committee Records. Records include correspondence, drafts, working documents, notes, standard operating procedures, and background and supporting documentation.	
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	Other: Cut off at the end of the fiscal year in which the tenure of the appointed Assistant Secretary for the Administration for Strategic Preparedness and Response ends.	
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	



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0017

Status: APPROVED  
Date Approved: 09/20/2024

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Colleen Shogan	09/20/2024