

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0019

Status: APPROVED
Date Approved: 06/12/2024

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	Recovery Coordination Training Records
Additional Schedule Information	The Administration for Strategic Preparedness and Response (ASPR) supports our nation's ability to prepare for, respond to, and recover from the public health consequences of naturally occurring and manmade threats.

ASPR was created by the "Pandemic and All Hazards Preparedness Act of 2006." HHS is the lead agency for the National Response Framework for Emergency Support Function (ESF) 8. The Secretary of the Department of Health and Human Services (HHS) delegates to ASPR the leadership role for all health and medical services support function in a health emergency or public health event.

In September 2011, Federal Emergency Management Agency (FEMA) released the National Disaster Recovery Framework (NDRF) and has primary responsibility for the NDRF Activation, which is limited to Stafford Act or FEMA-led incidents. HHS is the Coordinating Agency for the Health and Social Services (H&SS) Recovery Support Functions (RSF).

The mission of the H&SS RSF is for the Federal Government to assist locally-led recovery efforts in the restoration of the public health, health care and social services networks to promote the resilience, health and well-being of affected individuals and communities. These efforts support the Presidential Policy Directive 8. The National Preparedness Responsibility for recovery was moved from Office of the Assistant Secretary for Health (OASH) to ASPR in 2011. Records created by OASH are also covered by this schedule.

Records created before June 29, 2022 are scheduled under DAA-0468-2019-0002.

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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: 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-0611-2023-0019

Item #	Title	Disposition
0001	Recovery Operational and Training Records	Temporary

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Records Schedule Items

DAA-0611-2023-0019-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Recovery Operational and Training Records	
Item Description	Records that document the training materials, records of student participation, evaluations, and operational field activities. Operational field documents may include situation reports (SitReps), issue trackers, logistics records, and any nation-wide reporting on recovery readiness and operations. Records also include the applications submitted by volunteer FTEs. Training is conducted annually and as needed.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0611	
Manual Title	Recovery Operational and Training 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 after the training was completed.	
Retention Period	Destroy 6 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
Accept	Valerie Terray	10/24/2023
Approve	Colleen Shogan	06/12/2024