

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-468-09-3	DATE RECEIVED 9/21/09
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of General Counsel			
4 NAME OF PERSON WITH WHOM TO CONFER Elaine Pankey	5 TELEPHONE (202) 690-5687	DATE 9/21/10	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,       is attached, or       has been requested

DATE 09/17/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i>	TITLE HHS Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule HHS Immediate Office of the Secretary, Strategic Work Information and Folder Transfer (SWIFT) See attached		

Attachment to SF115, Department of Health and Human Services (HHS) Request for Records Disposition Authority for HHS Office of the Secretary SWIFT System

Item 1. The Strategic Work Information and Folder Transfer (SWIFT) is an electronic system of the Immediate Office of the Secretary that collects, routes and manages the correspondence of the Secretary. This system serves as an index to the permanent official correspondence files of the Secretary (100-01 file code in the HHS OS Handbook).

- a. Input: Textual records are covered under 100-01 file code in the HHS OS Handbook
- b. Master File: correspondence, regulations, memos, report to congress and invitations for the Immediate Office of the Secretary, responsible OPDIV name, tracking number, and status.

Disposition: PERMANENT. Cut off annually. Transfer to the National Archives 20 years after cutoff.

- c. Output: read access of application forms & documents via web browser email messages containing incoming/outgoing documents sent to/from individuals responsible for responses.

Disposition: TEMPORARY. GRS 20, item 16

- d. Documentation: PERMANENT. Transfer with related master file. (GRS 20, item 11a2)

**From:** Andrea Loiselle  
**To:** Pankey, Elaine (HHS/ASRT), Wilson, Yvonne (HHS/ASRT)  
**Date:** 9/21/2010 9:38 AM  
**Subject:** SWIFT (N1-468-09-3)

Yvonne,

Per our telephone conversation this morning, we are withdrawing job number N1-468-09-3, Strategic Work Information & Folder Tracking System, effective today. The information in SWIFT will be scheduled as metadata related to correspondence on schedules that will be submitted in the near future. Please let me know if you have any questions.

Thanks,  
Andrea

Andrea Pugsley Loiselle  
Work Group Leader, Work Group 1  
Lifecycle Management Division (NWML)  
National Archives and Records Administration-College Park  
8601 Adelphi Road, Rm 2200  
College Park, MD 20740  
(301) 837-1684

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No N1-408-09-3 Date sent: 9/24/09 Date received SEP 28 2009

Return to sender by: 10/1/09

Route To (CIRCLE APPROPRIATE STAKEHOLDER)
1. <u>NWME</u> ; NWMW; NWMD; NWCS; NWCT; NWCT-2P; NWCT-2R; NWCTF; NWCT-1P; NWL; NWM; NR
Return to:

- A  This Job has also been sent to: NWME, NWMW, NWMD, NWCS, NWCT, NWCT-2R; NWCT-2P, NWCTF, NWCT-1P; NWL; NWM, NR
- B  NWML general comments on this job
- C  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE** Check and fill out the line that applies.

- 1. Waives informal review. \_\_\_ wants / \_\_\_ does not want to receive completed job
- 2. Wishes to review appraisal report  wants / \_\_\_ does not want to receive completed job
- 3. Wishes to participate directly in the appraisal of the entire job or the following selected items  
\_\_\_\_\_ SHU point of contact for appraisal is  
\_\_\_\_\_ - phone no \_\_\_\_\_

SHU comments [Use this space or attach separate sheet]  
Perm. records - transfer is 30 years after cut off - why does HHS need to retain the records for so long?

Date Sent 9/28/09 SHU Signature Sharmila Bhat

NWML Contact: Andrea Loiselle	Room number: 2100
	Phone No.: 7-1684

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No NI-468-09-3 Date sent 9/24/09 Date received \_\_\_\_\_

Return to sender by: 10/1/09

Route To (CIRCLE APPROPRIATE STAKEHOLDER)
1. NWME; NWMW; NWMD; NWCS; NWCT; <u>NWCT-2P</u> ; NWCT-2R; NWCTF; NWCT-1P; NWL; NWM; NR
Return to:

- A  This Job has also been sent to NWME NWMW, NWMD, NWCS, NWCT; NWCT-2R; NWCT-2P, NWCTF, NWCT-1P, NWL, NWM, NR
- B  NWML general comments on this job
- C  NWML wishes assistance in appraising these records

**FOR STAKEHOLDER USE** Check and fill out the line that applies

- 1 Waives informal review  wants / \_\_\_ does not want to receive completed job.
- \_\_\_ 2 Wishes to review appraisal report. \_\_\_ wants/ \_\_\_ does not want to receive completed job
- \_\_\_ 3 Wishes to participate directly in the appraisal of the entire job or the following selected items  
\_\_\_\_\_ SHU point of contact for appraisal is  
\_\_\_\_\_ - phone no \_\_\_\_\_

SHU comments: [Use this space or attach separate sheet]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Sent 9/30/2009 SHU Signature [Signature]

NWML Contact: Andrea Loiselle	Room number: 2100
	Phone No.: 7-1684