

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0018

Status: APPROVED
Date Approved: 05/10/2024

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	Strategic National Stockpile Non-Disclosure Agreements
Additional Schedule Information	<p>In 2022, the Administration for Strategic Preparedness and Response (ASPR) was elevated to an Operating Division within the U.S. Department of Health and Human Services (HHS). ASPR's realigned functions reflect the changes mandated by the 21st Century Cures Act and the Pandemic and All-Hazards Preparedness and Advancing Innovation Act to address ever-increasing manmade and naturally occurring threats which degrade public health, access to healthcare, access to emergency medical services and national security.</p> <p>The Strategic National Stockpile (SNS) is part of the federal medical response infrastructure and can supplement medical countermeasures needed by states, tribal nations, territories, and the largest metropolitan areas during public health emergencies. The supplies, medicines, and devices for lifesaving care contained in the stockpile can be used as a short-term, stopgap buffer when the immediate supply of these materials may not be available or sufficient. The SNS team works every day to prepare and respond to emergencies, support state and local preparedness activities, and ensure availability of critical medical assets to protect the health of Americans.</p> <p>In an effort to preserve the content of the records created by the SNS program, staff is required to sign a non-disclosure agreement.</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

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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-0611-2023-0018

Item #	Title	Disposition
0001	Strategic National Stockpile Non-Disclosure Agreement	Temporary

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Records Schedule Items

DAA-0611-2023-0018-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Strategic National Stockpile Non-Disclosure Agreement	
Item Description	This non-disclosure agreement is required by all ASPR staff assigned to the Strategic National Stockpile (SNS) program and approved by the Office of General Counsel. It protects the records created from the core planning activities protecting all ASPR/SNS staff interactions and documentation as a part of meetings, discussions, or other communications regarding SNS sensitive but unclassified information. The non-disclosure agreement includes language addressing access, breach, and custody of SNS records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0611	
Manual Title	Strategic National Stockpile Non-Disclosure Agreement	
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 Calendar year when the employee formally departs ASPR.	
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	09/29/2023
Approve	Colleen Shogan	05/10/2024