

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-468-09-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/23/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Offices of the Secretary		In accordance with the provisions of 44 U.S.C. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Elaine Pankey, OS Records Officer	5 TELEPHONE NUMBER 202-690-5687	DATE <i>1 DEC 09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>2</u> page(s) are not needed now for the business for 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. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached. or <input type="checkbox"/> has been requested			
DATE 09/18/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i> Yvonne K. Wilson		TITLE HHS Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Information Collection Request, Review and Approval System (ICRAS) See attached		

Item 1. The Information Collection Request, Review and Approval System (ICRAS) is a web-based, enterprise-wide Oracle database application that enables the Department of Health and Human Services (HHS) to electronically prepare, track and report on the business processes necessary to deliver and obtain Office of Management and Budget (OMB) action for the collection of information from the public. Actions include approval, disapproval, or withdrawal. Since 2006 ICRAS submits federal agency information collection requests (ICRs) directly into OMB's web-based database Regulatory Information Service Center and OIRA Consolidated Information System (ROCIS). These activities and systems are in accordance with the requirements of the Paperwork Reduction Act (PRA), and are in compliance with the Government Paperwork Elimination Act (GPEA). The GPEA requires federal agencies to conduct routine business electronically when it is "practicable".

The PRA requires federal agencies to obtain OMB approval for the collection of information from the public. The traditional business processes for doing this are labor and paper intensive, time consuming, and complex. They require compilation and transmittal of multiple copies of an ICR. The most common type of ICR includes the 83 forms, a supporting statement, Federal Register notices, public comments, collection instruments and instructions, laws and regulations, and more. OMB approval for each request is limited to a maximum of three years, after which the collection must either be resubmitted for approval or discontinued. The HHS maintains an active inventory of over 1,000 specific, approved information collections. This involves preparation of approximately 750 requests of different types each year. HHS has the second largest inventory in the federal government.

~~a. Input: see list in item b below. Records are either born digital or scanned in from paper.~~

~~Disposition: TEMPORARY. GRS 20, item 2a4~~

b. Master data file: A completed ICR electronic package generated by ICRAS includes:

- OMB 83 forms: Part I and Part II
- Included on the 83 Part I form: Changes, Revisions, Extensions, Discontinuation, Reporting of violations
- Supporting Statement
- 60-Day Published Federal Register Notice
- 30-Day Draft Federal Register Notice
- All related Instrument and Instructions (including Disclosure Statements)
- Statute requiring the Collection of the Information
- Regulations requiring the Collection of the Information
- Summary of Public Comments prepared by Affected Component
- Copy of Public Comments
- Terms of Clearance Memo

Attachment to SF115, Department of Health and Human Services (HHS) Request for Records Disposition Authority for HHS Office of the Secretary Information Collection Request, Review and Approval System (ICRAS)

- OMB Notices of Action
- E-mail Alerts to HHS officials
- Reminders to ICR preparers
- ICRAS generates and maintains all notices of actions and full history of each ICR.

The HHS Reports Clearance Officer (RCO) signs/certifies each ICR that is submitted to OMB. The RCO signs/certifies each ICR on behalf of the HHS Chief Information Officer (CIO). Upon approval of each ICR, HHS receives a Notice of Action signed by the Deputy Administrator, Office of Information and Regulatory Affairs, Office of Management and Budget. Multiple ICR's are completed annually. Permission from OMB to conduct an ICR can expire at 3 years or can be renewed more than once

Disposition: TEMPORARY. Cut off files at end of fiscal year in which each ICR approval expires. Delete/Destroy 3 years after cutoff.

~~e. Output: Information Collection Budget Files. Reports required by the OMB under the Paperwork Reduction Act about the number of hours (burden hours) the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.~~

~~Disposition: TEMPORARY. Cut off annually. Delete/Destroy 7 years after cutoff. GRS 16, item 12~~

d. ~~Documentation:~~ GRS 20, item 11a1