

Request for Records Disposition Authority

Records Schedule Number DAA-0513-2015-0001
 Schedule Status Approved

Agency or Establishment Indian Health Service
 Record Group / Scheduling Group Records of the Indian Health Service
 Records Schedule applies to Major Subdivision
 Major Subdivision Office of Management Services
 Minor Subdivision Division of Regulatory Affairs
 Schedule Subject Request for Legal Opinion
 Internal agency concurrences will be provided No

Background Information The Office of Management Services (OMS) provides IHS-wide leadership, guidance and support for the management of grants, acquisitions, ethics, records management, personal property and supply, and the regulations program. The Division of Regulatory Affairs' (DRA) responsibilities include but are not limited to the following: management of IHS' overall regulations program; facilitates the submission and clearance of documents published in the Federal Register; advises the IHS Director and liaisons with Health and Human Services (HHS), Office of General Counsel (OGC); determines the need for and obtains legal clearance of IHS directives and other issuances; and oversees the retrieval and transmission of information in response to requests received under the Freedom of Information Act (FOIA) or the Privacy Act.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0513-2015-0001

Sequence Number	
1	Request for Legal Opinion
1 1	Request for Legal Opinion Files Disposition Authority Number: DAA-0513-2015-0001-0001

Records Schedule Items

Sequence Number	
1	Request for Legal Opinion
1.1	Request for Legal Opinion Files
	Disposition Authority Number DAA-0513-2015-0001-0001
	<p>Case files documenting program requests for advice or guidance on the legality of Agency operations. Requests for legal advice are initially reviewed, researched, and responded to by DRA policy analysts before being forwarded to the Director, DRA, and subsequently to the HHS OGC, Public Health Division, for an opinion. The files may contain correspondence requesting an opinion, copies of the written opinion, and related documentation.</p>
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>
	Disposition Instruction
	<p>Cutoff Instruction Close file on date opinion is provided or when most recent advice or guidance supersedes the previous position.</p>
	<p>Retention Period Destroy 20 year(s) after file closure or when no longer needed for reference, whichever is later.</p>
	Additional Information
	GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/11/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
03/17/2015	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/26/2015	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
03/26/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
06/09/2015	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist