

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2012-0005
Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense
Record Group / Scheduling Group Records of the Office of the Secretary of Defense
Records Schedule applies to Agency-wide
Schedule Subject Health Insurance Portability and Accountability Act (HIPAA) Records
Internal agency concurrences will be provided No

Background Information The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, was enacted on August 21, 1996. Department of Defense (DoD) 6025 18-R, DoD Health Information Privacy Regulation, DoD 8580 02-R, DoD Health Information Security Regulation, July 12, 2007, and 45 CFR, 160 and 164, Public Welfare, provides the uses and disclosures of protected health information, in accordance with HIPAA (p L 104-191) DoD 6025 18-R, DoD 8580 02-R and 45 CFR, 160 and 164, Public Welfare, mandates that TMA retain all HIPAA related documentation including authorizations, disclosures, access, complaints, amendments to and control of protected health information, Military Health System (MHS) employee and contractor HIPAA training and refresher training completion logs, training compliance reports and other related information for a period lasting six years

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2012-0005

Sequence Number	
1	Health Insurance Portability and Accountability Act (HIPAA) Records Disposition Authority Number DAA-0330-2012-0005-0001

Records Schedule Items

Sequence Number	
1	<p>Health Insurance Portability and Accountability Act (HIPAA) Records</p> <p>Disposition Authority Number DAA-0330-2012-0005-0001</p> <p>Records documenting authorizations, disclosures, access, complaints, amendments to and control of protected health information, and HIPAA training and refresher training logs and training compliance reports including but not limited to</p> <ul style="list-style-type: none">• Authorizations from individuals for uses and disclosures of their protected health information. Includes disclosure reports maintained in the Protected Health Information Management Tool (PHIMT) electronic information system,• Original requests for protected health information, copies of contractor responses, and all related supporting documentation,• Information that provides an accurate accounting of the date, nature, and purpose of each protected health information (PHI) disclosure, including documents that show the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent, when applicable,• Letters of complaint, contractor's response, and other supporting documentation,• Requests for amendment, contractor's agreement to amend or agreement not to amend records, and all supporting documentation,• Logs which track HIPAA requests, and• HIPAA birth month and refresher training completion logs of MHS personnel and contractors, HIPAA birth month and refresher training completion logs commensurate with individual position and training compliance reports. Includes records maintained in the Military Health System (MHS) Learn electronic information system <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close out at end of the calendar year</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
04/25/2012	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
07/16/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
08/13/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/20/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist