

Request for Records Disposition Authority

Records Schedule Number **DAA-0330-2013-0010**

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 **Major Subdivision**

Major Subdivision **OFFICE OF THE SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS, ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS**

Minor Subdivision **TRICARE MANAGEMENT ACTIVITY(ASD/HA/TMA)**

Schedule Subject **Nutrition Management Information System (NMIS)**

Internal agency concurrences will be provided **No**

Background Information

The Nutrition Management Information System (NMIS) is the Military Health System (MHS) / TRICARE Management Activity (TMA) electronic information system for clinical dietetic and food/production/ service information. It contains data elements in the health care records that enable the Military Health System (MHS) personnel to provide preventive and therapeutic medical nutrition therapy (MNT) and medical food management to dietetic MHS beneficiaries and/or their dependents.

SYSTEM INTERFACES Include information received from the Composite Health Care System such as reports from physicians and other medical department personnel (CHCS II (GRS 20 Item 4))

INPUTS Include but are not limited to patient name, sponsor Social Security Number, patient Social Security Number, patient Family Member Prefix (FMP), patient age/date of birth, diet type, manual inputs (notes) from users and patient information received from the Composite Health Care System (CHCS II (GRS 20 Item 2a(4)))

OUTPUTS Include but are not limited to statistical reports regarding inventory, product cost, and patient menus, patient care plans and progress notes (GRS 20 Item 5)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items

2	0	2	0
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GAO Approval

Outline of Records Schedule Items for DAA-0330-2013-0010

Sequence Number	
1	Nutrition Management Information System (NMIS) Medical meal ticket records Disposition Authority Number DAA-0330-2013-0010-0002
2	Nutrition Management Information System (NMIS) Food production records Disposition Authority Number DAA-0330-2013-0010-0003

Records Schedule Items

Sequence Number	
1	<p>Nutrition Management Information System (NMIS) Medical meal ticket records</p> <p>Disposition Authority Number DAA-0330-2013-0010-0002</p> <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? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after change of diet or discharge of patient</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Nutrition Management Information System (NMIS) Food production records</p> <p>Disposition Authority Number DAA-0330-2013-0010-0003</p> <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? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 2 year(s) after closure</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
04/19/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/15/2013	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - 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	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist