

## Request for Records Disposition Authority

Records Schedule Number           DAA-0330-2013-0015

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                   US Department of Defense and Veterans Affairs Chemical and Biological Warfare Exposure System

Internal agency concurrences will be provided   No

**Background Information**

The Chemical and Biological Warfare Exposure System (ChemBio) is a joint DoD / Department of Veteran Affairs (VA) system maintained and owned by the Deputy Assistant Secretary of Defense (ASD) for Force Health Protection and Defense and operated by Defense Health Agency (DHA). The ChemBio database acts as a single repository for DoD and VA to track, update and locate military personnel, DoD civilians and any other personnel exposed to chemical agents testing. The VA has read-only access and is unable to make changes to the system. The ChemBio system is comprised of three legacy databases (ChemBio; Mustard-Lewisite and Project 112, Shipboard Hazard and Defense (SHAD)) containing information on U.S. Military, and civilian personnel that may have been exposed DoD chemical and biological testing. Sources of information include medical information about individuals, testing site fact sheets, details and number of exposures, substance types, U.S. Navy Vessel information, etc. Though the majority of extent chemical and biological test and treatment data has been input to ChemBio, the system continues to receive small updates, on a monthly basis, as additional veteran's records are discovered. Defense Health Agency receives the data in the form of Excel files from contractors. System Interfaces is limited to Medical Countermeasures (MCM) maintained by the Department of Veterans Affairs.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

**GAO Approval**



## Outline of Records Schedule Items for DAA-0330-2013-0015

Sequence Number	
1	Chemical and Biological Warfare Exposure System (ChemBio) Master Files Disposition Authority Number: DAA-0330-2013-0015-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Chemical and Biological Warfare Exposure System (ChemBio) Master Files</b></p> <p>Disposition Authority Number      <b>DAA-0330-2013-0015-0001</b></p> <p>ChemBio contains information on Veterans exposed to chemical agents during Mustard-Lewisite, Project-112/SHAD, and other chemical/biological testing from 1940 to 1979. This system includes but is not limited to record information on: exposure incidents, physician examination notes, exposure substances, and test and treatment dates and locations. The data also includes individual veterans' personally identifiable information such as name, service number, address, SSN and DOB.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation            <b>Electronic records only.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff when no further updates occur to the individual veteran's record</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer electronic records to the National Archives immediately upon approval of this schedule. Transfer added and/or updated records to NARA every 5 years.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1949</b></p> <p>End year of records accumulation      <b>1970</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1949 To 1970</b></p>

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

### 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
07/03/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
02/10/2014	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
02/19/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/19/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/20/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist