

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0001

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 UNDER SECRETARY FOR PERSONNEL AND READINESS
(USD(P&R)), ASSISTANT SECRETARY OF DEFENSE HEALTH
AFFAIRS (ASD/HA),

Minor Subdivision DEFENSE HEALTH AGENCY (DHA), DEFENSE MEDICAL
LOGISTICS STANDARD SUPPORT

Schedule Subject Blood Management Systems

Internal agency concurrences will
be provided No

Background Information The Defense Health Agency (DHA) is a joint, integrated Combat Support Agency that enables the Army, Navy, and Air Force medical services to provide a medically ready force and ready medical force to Combatant Commands in both peacetime and wartime. The DHA supports the delivery of integrated, affordable, and high quality health services to MHS beneficiaries and is responsible for driving greater integration of clinical and business processes across the MHS by:

- Implementing shared services with common measurement of outcomes;
- Enabling rapid adoption of proven practices, helping reduce unwanted variation, and improving the coordination of care across time and treatment venues;
- Exercising management responsibility for joint shared services and the TRICARE Health Plan; and
- Acting as the market manager for the National Capital Region (NCR) enhanced Multi-Service Market, which includes Walter Reed National Military Medical Center (WRNMMC) and Fort Belvoir Community Hospital (FBCH).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2016-0001

Sequence Number	
1	Enterprise Blood Management System (EBMS)
1.1	Blood Donor Management System (BDMS) Master Files Disposition Authority Number: DAA-0330-2016-0001-0001
1.2	Blood Management Blood Bank Transfusion Service (BMBB/TS) Master Files Disposition Authority Number: DAA-0330-2016-0001-0003
2	Defense Blood Standard System (DBSS)
2.1	Defense Blood Standard System (DBSS) Master Files Disposition Authority Number: DAA-0330-2016-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Enterprise Blood Management System (EBMS) The Enterprise Blood Management System (EBMS) consists of two separate and distinct FDA regulated Class II Medical Devices – Blood Donor Management System (BDMS) and the Blood Management Blood Bank/Transfusion System (BMBB/TS) (transfusion functionality) and BDMS (donor functionality) BDMS manages the blood donation aspect of the Armed Services Blood Program (ASBP), including blood donor registration, screening, blood products, and associated record keeping for military blood donors, dependents of military donors, and other civilian donors in the Continental United States (CONUS), Outside Continental United States (OCONUS), and in Theater BMBB/TS manages the blood transfusion aspect of the ASBP, including blood records, blood orders, and transfusion patient information in the CONUS and OCONUS. BMBB/TS manages the Military Treatment Facility (MTF) inpatient and outpatient blood test results for transfusion compatibility. The legacy Defense Blood Standard System (DBSS) provided blood collection centers and transfusion services with the controls necessary to continually assess and evaluate donors and patients, to determine the suitability and effectiveness of blood products collected, to manage blood product distribution, to record the disposition of blood products and to provide for the recording of the creation of blood components. It interfaces with three external computers/computer systems through automated means: a Hospital Information System (HIS), a Blood Product Labeling System and an informational asset repository. DBSS has been decommissioned and is now superseded by the EBMS. BDMS manages the blood donor operations previously processed by DBSS and the BMBB/TS manages the blood transfusion operations previously processed by DBSS. Upon decommissioning DBSS, some blood transfusion information was migrated from DBSS to the BMBB/TS. All other legacy DBSS record information was archived to comply with all retention and disposition requirements.</p>
1 1	<p>Blood Donor Management System (BDMS) Master Files Disposition Authority Number DAA-0330-2016-0001-0001</p> <p>BDMS manages the blood donation aspect of the ASBP, including blood donor registration, screening, blood products, and associated record keeping for military blood donors, dependents of military donors, and other civilian donors in the CONUS, OCONUS, and in Theater. BDMS contains patient information such as blood donor demographic information, blood donor deferral information and data related to donated blood unit such as lab test results, blood product manufacturing, blood product inventory and distribution.</p> <p>Final Disposition Temporary Item Status Active</p>

1.2

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off annually

Retention Period Destroy 10 year(s) after cut off

Additional Information

GAO Approval Not Required

Blood Management Blood Bank Transfusion Service (BMBB/TS) Master Files

Disposition Authority Number DAA-0330-2016-0001-0003

BMBB/TS improves patient safety by using automation to record, track, and report on all aspects of blood banking and blood transfusion, secures global web-based solution, provides enterprise-wide MHS blood products inventory management and reporting and, provides for automated cross-matching of blood and blood products. Master file includes but is not limited to patient information such as transfusion request, records on issuing of a blood product to patients, donor deferrals, and deferral information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff Annually

Retention Period Destroy 10 year(s) after cut off

Additional Information

GAO Approval Not Required

2

Defense Blood Standard System (DBSS)

DBSS is a computerized system that electronically records and consolidates blood donation and transfusion information that can be entered through a standard PC using a barcode scanner, pointing device or keyboard. DBSS contains patient and donor information provided by Military Treatment Facilities blood banks and donor centers

2.1

Defense Blood Standard System (DBSS) Master Files

Disposition Authority Number DAA-0330-2016-0001-0002

DBSS contains patient and donor information provided by Military Treatment Facilities blood banks and donor centers. Master file includes but is not limited to DBSS stores patient, donor, testing, and blood product information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off upon verification of data transfer and quality assurance

Retention Period Destroy immediately after verification of data transfer and quality assurance

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
11/25/2015	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
05/03/2016	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist