

Request for Records Disposition Authority

Records Schedule Number DAA-0292-2019-0001

Schedule Status Approved

Agency or Establishment Administration for Children and Families

Record Group / Scheduling Group Records of the Administration for Children and Families

Records Schedule applies to Major Subdivision

Major Subdivision Office of Human Services Emergency Preparedness and Response (OHSEPR)

Minor Subdivision Immediate Disaster Case Management (IDCM)

Schedule Subject Records of the OHSEPR Electronic Case Management Records System (ECMRS)

Internal agency concurrences will be provided No

Background Information Human services (also known as social services) support the social and economic well-being of individuals and families and their ability to maintain activities of daily living in a safe, healthy manner. Disaster human services are an extension of non-disaster human services programs and systems but with attention to two fundamental priorities in response and recovery: ensuring continued service delivery when emergency events disrupt services and addressing unmet human services needs created or exacerbated by the disaster. OHSEPR promotes resilience for individuals, families, and communities impacted by disasters & public health emergencies by providing expertise in human services policy, planning, operations, and partnerships. The IDCM program provides immediate support and disaster case management services for individuals and families through states, tribes, territories, and local and non-profit organizations. The OHSEPR Electronic Case Management Records System (ECMRS) database provides information resources to support the intake of assessment records of individuals and families needing case management services after emergencies and disasters.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2019-0001

Sequence Number	
1	ECMRS database intake assessment records. Disposition Authority Number: DAA-0292-2019-0001-0001
2	ECMRS resource referral list. Disposition Authority Number: DAA-0292-2019-0001-0002
3	Situation and status reports and briefings. Disposition Authority Number: DAA-0292-2019-0001-0003
4	Disaster Survivor Recovery Plans. Disposition Authority Number: DAA-0292-2019-0001-0004

Records Schedule Items

Sequence Number	
1	<p>ECMRS database intake assessment records.</p> <p>Disposition Authority Number DAA-0292-2019-0001-0001</p> <p>Electronic record of intake assessments of disaster survivor unmet needs. Data collection is authorized under Disaster Information Collection Form, OMB No. 0970-0476.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the CY, following the end of a disaster mission.</p> <p>Retention Period Destroy 10 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>ECMRS resource referral list.</p> <p>Disposition Authority Number DAA-0292-2019-0001-0002</p> <p>Electronic list of local resource providers to whom disaster survivors are referred for public health, health, and social services to support their disaster recovery needs identified during intake assessments.</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? Yes</p>

3	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the CY, following the end of a disaster mission.
	Retention Period	Destroy 3 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Situation and status reports and briefings.	
	Disposition Authority Number	DAA-0292-2019-0001-0003
	Daily, weekly, monthly reports and briefings of total number of survivors entered into ECRMS per mission, referrals made, and reports of most common unmet needs.	
	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?	No	
4	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the CY, following the end of a disaster mission.
	Retention Period	Destroy 3 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Disaster Survivor Recovery Plans.	
	Disposition Authority Number	DAA-0292-2019-0001-0004
	Individual disaster recovery plans that assist individuals and families with most acute or severe disaster caused unmet needs, navigate health and social services providers and progress toward individual recovery.	
	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?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the CY, following the end of a disaster mission.

Retention Period

Destroy 3 year(s) after Cutoff

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
05/29/2019	Certify	Nancy Eickelmann	IT Specialist	Office of Administration - Office of the Chief information Officer
06/18/2019	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/26/2019	Submit For Certification	Nancy Eickelmann	IT Specialist	Office of Administration - Office of the Chief information Officer
07/22/2019	Certify	Nancy Eickelmann	IT Specialist	Office of Administration - Office of the Chief information Officer
08/01/2019	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
08/01/2019	Submit For Certification	Nancy Eickelmann	IT Specialist	Office of Administration - Office of the Chief information Officer
08/09/2019	Certify	Nancy Eickelmann	IT Specialist	Office of Administration - Office of the Chief information Officer
07/28/2020	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/06/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
08/10/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist