

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2013-0014
Schedule Status Approved
Agency or Establishment Department of Health and Human Services
Record Group / Scheduling Group General Records of the Department of Health and Human Services
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Secretary (OS)
Minor Subdivision Office of the Assistant Secretary for Preparedness and Response (ASPR)
Schedule Subject Disaster Medical Information Suite (DMIS)
Internal agency concurrences will be provided Yes

Background Information

The Disaster Medical Information Suite (DMIS) is a group of systems operated by the National Disaster Medical System (NDMS). NDMS is an interagency cooperative effort among HHS, DOD, VA, and DHS responsible for the management and coordination of medical responses to major emergencies and Federally declared disasters. NDMS is managed by the Office of the Secretary, Assistant Secretary for Preparedness and Response (ASPR), Office of Emergency Management (OEM). The Disaster Medical Information Suite consists of three components including:

- Electronic Medical Records (EMR) – Electronically stored medical records for patients treated by NDMS. The EMR data is stored in the Health Information Repository.
- Joint Patient Assessment and Tracking System (JPATS) – A national patient tracking system dedicated to tracking patient evacuations and en-route care. JPATS also provides patient tracking and in transit visibility for patients treated by NDMS. The JPATS data is stored in the Health Information Repository.
- Health Information Repository (HIR) – The HIR stores the electronic medical records (EMR data) and Joint Patient Assessment and Tracking data for patients treated by NDMS. Patient medical records and patient tracking data are created by NDMS during a response to a major emergency or Federally declared disaster and pushed into the HIR. HIR data is available to the ASPR Fusion Cell group, operated by the Office of Emergency Management. The ASPR Fusion Cell group creates reports for senior-level officials and these reports are scheduled separately. The HIR became operation October 1, 2007. This schedule only pertains to data found in the

HIR. Emergency medical records that predate the HIR shall remain scheduled under N1-0468-07-001.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0468-2013-0014

Sequence Number

1

Health Information Repository Records (HIR) Disposition Authority Number: DAA-0468-2013-0014-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="354 415 967 443">Health Information Repository Records (HIR)</p> <p data-bbox="354 464 1130 491">Disposition Authority Number DAA-0468-2013-0014-0001</p> <p data-bbox="354 516 1487 877">The Health Information Repository (HIR) is the repository for NDMS's Emergency Medical Records and Joint Patient Assessment and Tracking System data. The HIR captures medical and demographic information from patients receiving treatment by the NDMS. Information collected includes, but is not limited to, patient treatment records, vitals, orders, diagnosis, treatment notes, labs, surveys, and any attachments, which may include medical treatment history records provided by the patient. The patient treatment records also include the treatment location, patient registration information, triage, treatment, and discharge information. JPATS data included in the HIR includes patient tracking and identification information used to track patients throughout the continuum of NDMS care.</p> <p data-bbox="354 903 906 930">Final Disposition Temporary</p> <p data-bbox="354 955 841 982">Item Status Active</p> <p data-bbox="354 1008 797 1035">Is this item media neutral? No</p> <p data-bbox="354 1060 1352 1125">Explanation of limitation Records covered under this schedule are in electronic format only</p> <p data-bbox="354 1150 813 1268">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 data-bbox="354 1293 813 1373">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="354 1413 659 1440">Disposition Instruction</p> <p data-bbox="354 1465 1390 1533">Cutoff Instruction Cutoff at the end of the fiscal year in which the incident response is closed.</p> <p data-bbox="354 1558 1471 1625">Transfer to Inactive Storage Transfer paper records to a Federal Records Center two years after cutoff.</p> <p data-bbox="354 1650 1170 1677">Retention Period Destroy 75 year(s) after cutoff</p> <p data-bbox="354 1717 659 1745">Additional Information</p> <p data-bbox="354 1770 938 1797">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
08/21/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
11/20/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
12/23/2013	Submit For Certification	Karen Ballesteros	Management Analyst	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
12/23/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
03/06/2014	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/11/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

03/18/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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