Request for Records Disposition Authority

Records Schedule Number

DAA-0468-2014-0001

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 Subdivsion

Major Subdivision

Office of the Secretary

Minor Subdivision

Assistant Secretary for Preparedness and Response

Schedule Subject

Responder Safety and Credentialing Records

Internal agency concurrences will

be provided

Yes

Background Information

The Office of the Assistant Secretary for Preparedness and Response (ASPR) supports our nation's ability to prepare for, respond to, and recover from the public health consequences of naturally occurring and man-made threats.

ASPR was created by the "Pandemic and All Hazards Preparedness Act of 2006." HHS is the lead agency for the National Response Framework for Emergency Support Function (ESF) #8. The Secretary of Health and Human Services (HHS) delegates the ASPR the leadership role for all health and medical services support function in a health emergency or public health event.

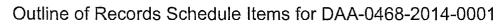
The National Disaster Medical System (NDMS), operated within ASPR's Office of Emergency Management, is utilized to support ESF #8. NDMS is a federally coordinated system that augments the nation's medical response capability in order to assist state and local authorities in dealing with the medical impacts of major health emergencies or public health events.

The National Disaster Medical System (NDMS) recruits medical personnel to provide medical care on regionally-based medical teams during a disaster or other event. NDMS personnel deploy to disaster sites and are required to fulfill required safety training and maintain appropriate certifications, credentials, and licensure within their discipline. When NDMS personnel are activated as Federal employees, they have the protection of the Federal Tort Claims Act in which the Federal government becomes the defendant in the event of a malpractice claim.

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn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

GAO Approval



Sequence Number	
1	Responder Safety Training Records Disposition Authority Number: DAA-0468-2014-0001-0001
2	Clinical Credentialing Records Disposition Authority Number: DAA-0468-2014-0001-0002
3	NDMS Health Professionals Review Committee (HPRC) Records Disposition Authority Number: DAA-0468-2014-0001-0003

Records Schedule Items

Sequence Number

Responder Safety Training Records

Disposition Authority Number

DAA-0468-2014-0001-0001

Responder safety training records are the records generated to track responder compliance with mandatory safety training. Safety training includes, but is not limited to, hazard awareness, operations, and communication training, protective equipment training, blood borne pathogens training, and other Occupational Safety and Health Administration (OSHA) training records. The training records include tests, rosters, summarized data, sign-in sheets, attendance records, background training materials, correspondence, training tasks, contingency agenda's, OSHA letters, training slides, and training certificates.

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 email and word processing? No

Disposition Instruction

Cutoff Instruction

Cut off at the completion of training.

Retention Period

Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Clinical Credentialing Records

Disposition Authority Number

DAA-0468-2014-0001-0002

The clinical credentialing records include, but are not limited to, school transcripts, board certificates, licenses, information available through the National Practitioner Data Bank, peer and supervisor reviews, medical activity reports, NDMS Clinical Credentails Disclosure Questionnaire, and court documents associated with the activity reports for NDMS employees. These records are stored on the ASPR Portal.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

2

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

Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year in which notice of employee separation is received. Retain in agency and migrate to new hardware/software for as long as data is required to support mission-related activities.

Retention Period

Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

NDMS Health Professionals Review Committee (HPRC) Records

Disposition Authority Number

DAA-0468-2014-0001-0003

The credential review team meeting minutes include information on any actions, requests, or discussions associated with the review of an applicant to the NDMS. The reveiw team meets on a monthly basis and reviews an applicant's case file. The records of the HPRC include, but are not limited to, meeting minutes, letters, final decisions, memos, background materials, correspondence, signed documents, and charters.

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 email and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year in which the

minutes were recorded.

Retention Period

Destroy 30 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	Ву	Title	Organization
03/19/2014	Certify	Elaine Pankey	HHS Office of the Se cretary Records Offi cer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
05/23/2014	Return for Revisio n	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/06/2014	Submit For Certific ation	Amanda Pomicter	Chief, Records Man agement	Office of the Secretary - ASPR
06/10/2014	Certify	Elaine Pankey	HHS Office of the Se cretary Records Offi cer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
08/26/2014	Submit for Concur rence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/28/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
08/28/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
09/02/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist