

Request for Records Disposition Authority

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| 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 Subdivision |
| 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 | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0468-2014-0001

| 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 | |
|-----------------|---|
| 1 | <p data-bbox="371 431 867 463">Responder Safety Training Records</p> <p data-bbox="371 485 1148 517">Disposition Authority Number DAA-0468-2014-0001-0001</p> <p data-bbox="371 539 1503 830">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.</p> <p data-bbox="371 851 933 883">Final Disposition Temporary</p> <p data-bbox="371 905 867 937">Item Status Active</p> <p data-bbox="371 959 834 991">Is this item media neutral? Yes</p> <p data-bbox="371 1013 817 1045">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="371 1164 685 1196">Disposition Instruction</p> <p data-bbox="371 1218 1263 1250">Cutoff Instruction Cut off at the completion of training.</p> <p data-bbox="371 1272 1181 1304">Retention Period Destroy 5 year(s) after cutoff.</p> <p data-bbox="371 1347 685 1379">Additional Information</p> <p data-bbox="371 1401 966 1433">GAO Approval Not Required</p> |
| 2 | <p data-bbox="371 1455 801 1487">Clinical Credentialing Records</p> <p data-bbox="371 1509 1148 1541">Disposition Authority Number DAA-0468-2014-0001-0002</p> <p data-bbox="371 1563 1503 1778">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 Credentialing Disclosure Questionnaire, and court documents associated with the activity reports for NDMS employees. These records are stored on the ASPR Portal.</p> <p data-bbox="371 1800 933 1832">Final Disposition Temporary</p> <p data-bbox="371 1854 867 1886">Item Status Active</p> <p data-bbox="371 1908 834 1940">Is this item media neutral? Yes</p> |

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| 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 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 review 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 e-mail 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 |

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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 |
|------------|--------------------------|------------------|---|--|
| 03/19/2014 | Certify | Elaine Pankey | HHS Office of the Secretary Records Officer | Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer |
| 05/23/2014 | Return for Revision | Jessica Blessman | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 06/06/2014 | Submit For Certification | Amanda Pomicter | Chief, Records Management | Office of the Secretary - ASPR |
| 06/10/2014 | Certify | Elaine Pankey | HHS Office of the Secretary Records Officer | Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer |
| 08/26/2014 | Submit for Concurrence | Valerie Terray | Archives Specialist | National Archives and Records Administration - Records Management Services |
| 08/28/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 08/28/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 09/02/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |