

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 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="376 437 867 470">Responder Safety Training Records</p> <p data-bbox="376 491 1153 523">Disposition Authority Number DAA-0468-2014-0001-0001</p> <p data-bbox="376 545 1504 836">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="376 858 928 890">Final Disposition Temporary</p> <p data-bbox="376 911 862 944">Item Status Active</p> <p data-bbox="376 965 834 998">Is this item media neutral? Yes</p> <p data-bbox="376 1019 817 1052">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="376 1170 678 1203">Disposition Instruction</p> <p data-bbox="376 1224 1263 1256">Cutoff Instruction Cut off at the completion of training.</p> <p data-bbox="376 1278 1176 1310">Retention Period Destroy 5 year(s) after cutoff.</p> <p data-bbox="376 1353 674 1386">Additional Information</p> <p data-bbox="376 1407 961 1440">GAO Approval Not Required</p>
2	<p data-bbox="376 1466 789 1498">Clinical Credentialing Records</p> <p data-bbox="376 1519 1153 1552">Disposition Authority Number DAA-0468-2014-0001-0002</p> <p data-bbox="376 1573 1504 1785">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="376 1806 928 1839">Final Disposition Temporary</p> <p data-bbox="376 1860 862 1892">Item Status Active</p> <p data-bbox="376 1914 834 1946">Is this item media neutral? Yes</p>

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**

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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**

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