

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2014-0002
 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 Office of the Assistant Secretary for Preparedness and Response
 Schedule Subject Disaster Mortuary Operational Response Teams (DMORTs) Records
 Internal agency concurrences will be provided No

Background Information The National Response Framework (NRF) utilizes the Disaster Mortuary Operational Response Teams (DMORTs) as part of the Department of Health & Human Services, Assistant Secretary for Preparedness and Response (ASPR), Office of Emergency Management (OEM), under Emergency Support Function #8 (ESF #8), Health and Medical Care, to provide victim identification and mortuary services. These responsibilities include:

- temporary morgue facilities
- victim identification
- forensic dental pathology
- forensic anthropology methods
- processing
- preparation
- disposition of remains

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0468-2014-0002

Sequence Number	
1	Disaster Mortuary Operational Response Teams (DMORTs) Records
1.1	DMORT Victim Identification Program (VIP) Master Files Disposition Authority Number: DAA-0468-2014-0002-0001
1.2	DMORTs Reinternment Working Files Disposition Authority Number: DAA-0468-2014-0002-0002

Records Schedule Items

Sequence Number															
1	<p>Disaster Mortuary Operational Response Teams (DMORTs) Records In the event of a disaster or other public health emergency where DMORTs are activated, they are responsible for providing temporary morgue facilities, identifying victims, utilizing forensic dental pathology and anthropology methods and disposing of remains. These responsibilities are derived from the National Response Framework (NRF) under Emergency Support Function #8 (ESF #8), Health and Medical Care, to provide victim identification and mortuary services. Records generated by DMORTs include records supporting the Victim Identification Program and reinternment records.</p>														
1.1	<p>DMORT Victim Identification Program (VIP) Master Files Disposition Authority Number DAA-0468-2014-0002-0001</p> <p>Records of victim antemortem data and postmortem data used to assist the victim identification process. Records include, but are not limited to, VIP interview forms, kinship/ancestry records, dental records, medical records, x-rays, photographs or descriptions of tattoos, inventories of clothing and jewelry; blood type information, anatomical descriptions, as well as findings on recovered remains. Records also include contact information for the next of kin of victims. These records are stored in a database and used to match remains to the victim's identity.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>Yes</td> </tr> </table> <p>Disposition Instruction</p> <table border="0"> <tr> <td>Cutoff Instruction</td> <td>Cut off at the end of the fiscal year after operation is concluded. Retain in agency and migrate to new hardware/software for as long as data is required to support mission-related activities.</td> </tr> <tr> <td>Retention Period</td> <td>Destroy 75 year(s) after cutoff.</td> </tr> </table> <p>Additional Information</p>	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut off at the end of the fiscal year after operation is concluded. Retain in agency and migrate to new hardware/software for as long as data is required to support mission-related activities.	Retention Period	Destroy 75 year(s) after cutoff.
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?	Yes														
Do any of the records covered by this item exist as structured electronic data?	Yes														
Cutoff Instruction	Cut off at the end of the fiscal year after operation is concluded. Retain in agency and migrate to new hardware/software for as long as data is required to support mission-related activities.														
Retention Period	Destroy 75 year(s) after cutoff.														

1.2

GAO Approval Not Required

DMORTs Reinternment Working Files

Disposition Authority Number DAA-0468-2014-0002-0002

Records relating to the oversight for recovery, documentation, and identification of human remains disinterred as the result of a disaster or major event. Local authorities are responsible for the final record copy.

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the operational support process.

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
03/25/2014	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
09/29/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/06/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/07/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist