

## Request for Records Disposition Authority

Records Schedule Number DAA-0468-2017-0001  
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 Secretary/Office of Assistant Secretary for Preparedness and Response  
Minor Subdivision Office of Emergency Management/Partner Readiness and Emergency Programs Division/Medical Reserve Corps Program  
Schedule Subject Medical Reserve Corps Unit Information System  
Internal agency concurrences will be provided Yes

**Background Information**

During President Bush's delivery of the 2002 State of the Union Address, he asked all Americans to volunteer in support of their country. Shortly after this speech, the Medical Reserve Corps was formed as a partnership with Citizen Corps. The Medical Reserve Corps was housed under the Office of the Surgeon General within the Office of the Assistant Secretary for Health from 2002 to 2013. In 2013, with the reauthorization of the Pandemic and All-Hazards Preparedness Act the responsibility for the MRC was transferred from the Office of the Assistant Secretary for Health to the Office of the Assistant Secretary for Preparedness and Response. The Medical Reserve Corps has been authorized by Congress in the Public Health Service Act, Section 2813, as modified by the Pandemic and All-Hazards Preparedness Reauthorization Act of 2013 (Pub. L. 113-5). The Medical Reserve Corps program is responsible for quantifying volunteers that may be called upon in the event of an emergency. (see attachment) The MRC Unit Profile Information was created as a way to quantify trained and competent volunteers. Medical Reserve Corps units are currently located in almost 1,000 communities across the United States, and represent a resource of more than 200,000 volunteers. In order to continue supporting the MRC units in communities across the United State, and to continue planning for future emergencies that are national in scope, detailed information about the MRC units, including unit demographics, contact information (regular and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC Program. MRC Unit Leaders are asked to update this information on

the MRC website at least quarterly, and to participate in a Technical Assistance Assessment at least annually. The MRC Program uses MRC unit data in reports and presentations, and analyzes the data to assess the maturation of the program, confirm that MRC units are carrying out activities that increase the resilience of their local community, and tailor the technical assistance provided to MRC units. In addition, the data serves as an important recruitment tool for the individual MRC units. Often, before committing to volunteer with an MRC unit, potential volunteers go to the MRC website (<https://mrc.hhs.gov>) to review the local MRC profile, which includes its name and point of contact, the most recent MRC unit activities, the community served, the date established, a narrative profile, and an up-to-date count of its volunteers. The MRC Factors for Success has resources and a self-assessment tool that allows the MRC unit leader to identify strengths and weaknesses within their own MRC unit and facilitate technical assistance from Regional MRC Liaisons to address their weaknesses while sharing their strengths with the MRC network. Specific Restrictions: All MRC unit data is electronically entered by MRC Unit Leaders via the MRC website. Each MRC Unit Leader chooses a unique user name and password and they can access the website from any computer with an internet connection. There is no paper reporting.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0468-2017-0001

Sequence Number

1

Medical Reserve Corps Unit Information System  
Disposition Authority Number: DAA-0468-2017-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="354 412 1013 442"><b>Medical Reserve Corps Unit Information System</b></p> <p data-bbox="354 463 1130 493">Disposition Authority Number      DAA-0468-2017-0001-0001</p> <p data-bbox="354 514 1484 1553">The Medical Reserve Corps (MRC) Program Unit Profile information contains records related to the MRC Program from its creation in 2002 to the present. Data contained in the Master file include records that document public health emergencies, natural and man-made disasters or other events that engender long-term , post-event review, lessons learned and historical interest. These events are designed by multiple factors such as the activation of the Health and Medical Emergency Support Function; and any of the following: a) a catastrophic incident that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions; b) the declaration of an Incident of National Significance as defined by the National Response Plan. This category covers, for example, records matching the scale of disasters such as September 11, 2001 and Hurricane Katrina. The specific data elements embedded in the Master File consist of the following collection tools: MRC Unit Profile Information, MRC Technical Assistance Assessment, Factors for Success, and Unit Activity Reporting. • MRC Unit Profile Information: Includes basic demographic information about the unit, their geographic area of responsibility, contact information for their unit leader, coordinator and designee as well as programmatic details about their unit. • MRC Technical Assistance Assessment: This is a series of questions asked of the MRC unit to allow MRC Regional Liaisons to provide targeted and specific technical assistance to an MRC unit. • Factors for Success: Is a self-assessment tool for MRC units that provide the unit leader with the ability to identify strengths and weakness for their MRC unit and work to improve their program with the ultimate goal of resilient prepared communities. • Unit Activity Reporting: This component of the MRC unit profile information is where MRC units report the types of activities that they are engaged in within their community. This is utilized for recruitment of new volunteers into the MRC as well as reporting on volunteering engagement during disasters or other emergencies.</p> <p data-bbox="354 1574 911 1604">Final Disposition                      Permanent</p> <p data-bbox="354 1625 842 1655">Item Status                              Active</p> <p data-bbox="354 1676 797 1706">Is this item media neutral?          No</p> <p data-bbox="354 1727 1341 1757">Explanation of limitation            These records are in electronic format only</p> <p data-bbox="354 1779 813 1906">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          Yes</p>

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cutoff the records when the system is retired.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2002**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
2002 to System Retirement.**

How frequently will your agency transfer these records to the National Archives? **Unknown  
Once.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 GB	5 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
01/24/2017	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
01/25/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
01/31/2017	Submit For Certification	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
02/02/2017	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
04/11/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/19/2017	Submit For Certification	Karen Ballesteros	Management Analyst	Office of the Secretary - Assistant Secretary for Administration
04/19/2017	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer

04/19/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/19/2017	Submit For Certification	Karen Ballesteros	Management Analyst	Office of the Secretary - Assistant Secretary for Administration
04/19/2017	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
05/03/2017	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/03/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/03/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/04/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist