

Request for Records Disposition Authority

Records Schedule Number	DAA-0468-2022-0001
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	Office of the National Coordinator for Health IT
Schedule Subject	ONC Health Information Technology (HIT) Program Records
Internal agency concurrences will be provided	No
Background Information	<p>The Office of the National Coordinator for Health IT (ONC) is at the forefront of the administration's health information technology (HIT) efforts and is a resource to the entire health system to support the adoption of HIT and the promotion of nationwide health information exchange to improve health care. ONC is organizationally located within the Office of the Secretary for the U.S. Department of Health and Human Services (HHS).</p> <p>ONC is the principal Federal entity charged with coordination of nationwide efforts to implement and use the most advanced HIT and the electronic exchange of health information. The position of National Coordinator was created in 2004, through an Executive Order, and legislatively mandated in the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009.</p> <p>ONC is comprised of the following offices:</p> <p>The Immediate Office of the National Coordinator (IONC) which provides leadership to HHS, ONC, and the HIT industry through strategic planning, management, communications, and stakeholder engagements.</p> <p>The Office of the Chief Operating Officer (OCOO) which provides the management infrastructure and administrative backbone for ONC to function at its highest levels.</p>

The Office of Policy (OPOL) which accelerates progress to a nationwide interoperable HIT infrastructure through strategy, policy development, and coordination.

The Office of Technology (OTECH) which accelerates progress to a nationwide interoperable HIT infrastructure through standards coordination and development, sponsoring and encouraging science, research, and pilot projects, and supporting industry-wide HIT testing and transparency.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0468-2022-0001

Sequence Number	
1	ONC Health Information Technology (HIT) Policy and Standards Records Disposition Authority Number: DAA-0468-2022-0001-0001
2	ONC Health Information Technology (HIT) Modeling and Meaningful Use Data. Disposition Authority Number: DAA-0468-2022-0001-0002

Records Schedule Items

Sequence Number								
1	<p>ONC Health Information Technology (HIT) Policy and Standards Records</p> <p>Disposition Authority Number DAA-0468-2022-0001-0001</p> <p>Documentary evidence of ONC analysis, planning, development, and examination of interoperability within the scope of HIT, electronic health record (EHR) adoption. Includes various documents, including reports, substantive background papers, and emails, which capture discussions of HIT policies, standards, and interoperability issues leading up to the publishing to the Federal Register as regulatory material.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year when the policy and standards are superseded.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2020</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2020 To 2020</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">15000 MB</td> <td style="text-align: center;">1000 MB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	15000 MB	1000 MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	15000 MB	1000 MB						

Paper		
Microform		
Hardcopy or Analog Special Media		

2

ONC Health Information Technology (HIT) Modeling and Meaningful Use Data.

Disposition Authority Number **DAA-0468-2022-0001-0002**

Data and data sets tracking the modeling, adoption, and meaningful use of electronic health records (EHRs) including, but not limited to, data on the adoption of EHRs by region, medical specialty, and demographics; meaningful use assessments; and, risk assessment data. Also includes EHR modeling and meaningful use data in the form of audit, review, progress, and risk assessment reports

Final Disposition **Permanent**

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 calendar year when the data sets are superseded.**

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

Additional Information

First year of records accumulation **2020**

What will be the date span of the initial transfer of records to the National Archives? **From 2020 To 2020**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	15000 MB	1000 MB
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
04/11/2022	Certify	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
10/06/2022	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
12/06/2022	Submit For Certification	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
12/06/2022	Certify	Karen Ballesteros	Management Analyst	Department of Health and Human Services - Office of Secretary
01/06/2023	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
01/11/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office