

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

Job Number

NI-468-07-1

1. From: (Agency or establishment)

Department of Health and Human Services

Date Received

12/11/06

2. Major Subdivision

Office of the Secretary (OS)

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. Minor Subdivision

Office of Public Health Emergency Preparedness

4. Name of Person with whom to confer

Elaine Pankey

5. Telephone (include area code)

202-690-5687

Date

5/10/07

Archivist of the United States

[Signature]

6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required is attached has been requested

Signature of Agency Representative

[Signature]

Title

DHHS Records Officer

Date (mm/dd/yyyy)

12/6/06

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>Amend the Office of the Secretary Records Disposition Schedule Record Group 468 to include the Office of Public Health Emergency Preparedness, Office of Preparedness and Emergency Operations effective (1 June 2006).</p> <p>Patient Care Forms or other Medical Records regulated under the Health Information Portability and Accountability Act (HIPAA), created by Federal Medical Station(s) set up by HHS during response to an event while caring for victims of that event.</p> <p>Disposition: Cutoff at end of response activity by the Federal Medical Station(s) for a particular event. Retire to the WIRC ^{A FRC} 2 years after cutoff. Destroy 75 years after cutoff.</p> <p><i>Kevin Yeskey ms</i> 11/27/06 Dr. Kevin Yeskey Date Office of Preparedness and Emergency Operations</p> <p><i>Robert Eckert</i> 12/01/06 Robert Eckert Date Director, Freedom of Information Privacy Acts Div.</p> <p><i>Jeffrey Davis</i> 12/4/2006 Jeffrey Davis Date Associate General Counsel</p>	<p>This disposition instruction is media neutral; it applies regardless of the media or format of the records.</p> <p>THIS DISPOSITION INSTRUCTION IS MEDIA NEUTRAL; IT APPLIES REGARDLESS OF THE MEDIA OR FORMAT OF THE RECORDS.</p> <p>3/15/07</p> <p>SUPERSEDES NI-311-04-3 ITEM # 1</p>	<p>2006 DEC -4 PM 3:24</p> <p>3/20/07</p> <p>CHANGES PER PH. COV. AND EMAIL CONCURRENCE WITH HHS, OS, R.O. ELAINE PANKEY B.W.</p>

24 copies sent to Agency, NARA, NWMU, NR

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

11-468-57-

Date Received

12/11/06

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

Archivist of the United States

To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) Department of Health and Human Services	
2. Major Subdivision Office of the Secretary (OS)	
3. Minor Subdivision Office of Public Health Emergency Preparedness	
4. Name of Person with whom to confer Elaine Pankey	5. Telephone (include area code) 202-690-5687

6 Agency Certification

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is not required is attached has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

[Handwritten Signature]

DHHS Records Officer

12/6/06

7. Item Number

8. Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

Amend the Office of the Secretary Records Disposition Schedule Record Group 468 to include the Office of Public Health Emergency Preparedness, Office of Preparedness and Emergency Operations effective (June 2006).

Patient Care Forms or other Medical Records regulated under the Health Information Portability and Accountability Act (HIPAA), created by Federal Medical Station(s) set up by HHS during response to an event while caring for victims of that event.

Disposition: Cutoff end of response activity by the Federal Medical Station(s) for a particular event. Retire to the WNRC 2 years after cutoff. Destroy 75 years after cutoff.

Dr. Kevin Yeary Date
Office of Preparedness and Emergency Operations

Robert Eckert Date
Director, Freedom of Information Privacy Acts Div.

Jeffrey Davis Date
Associate General Counsel

12/11/06