

Request for Records Disposition Authority

Records Schedule Number DAA-0510-2013-0003
 Schedule Status Approved

 Agency or Establishment Agency for Health Care Research and Quality
 Record Group / Scheduling Group Records of the Agency for Health Care Policy and Research
 Records Schedule applies to Agency-wide
 Schedule Subject Healthcare Cost and Utilization Project (HCUP) Data Use Agreements

 Internal agency concurrences will be provided No

Background Information This Data Use Agreement (“Agreement”) governs the disclosure and use of data in the HCUP State Databases from the Healthcare Cost and Utilization Project (HCUP) which are maintained by the Center for Delivery, Organization, and Markets (CDOM) within the Agency for Healthcare Research and Quality (AHRQ) The HCUP State databases include the State Inpatient Databases (SID), State Ambulatory Surgery Databases (SASD), and State Emergency Department Databases (SEDD) Any person (“the data recipient”) seeking permission from AHRQ to access HCUP State Databases data must sign and submit this Agreement to AHRQ or its agent as a precondition to the granting of such permission

Section 944(c) of the Public Health Service Act (42 U S C 299c-3(c)) (“the AHRQ Confidentiality Statute”), requires that data collected by AHRQ that identify individuals or establishments be used only for the purpose for which they were supplied Furthermore, data released to AHRQ for the HCUP Databases are subject to the data standards and protections established by the Health Insurance Portability and Accountability Act of 1996 (HIPPA) (P L 104-191) and implementing regulations (“the Privacy Rule”) Accordingly, HCUP Databases data may only be released in “limited data set” form, as that term is defined by the Privacy Rule, 45 C F R § 164 514(e) HCUP data may only be used by the data recipient for research which may include analysis and aggregate statistical reporting Data Use Agreements are retained for legal enforcement purposes in the event that a data use violation occurs

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Outline of Records Schedule Items for DAA-0510-2013-0003

Sequence Number	
1	Healthcare Cost and Utilization Project (HCUP) Data Use Agreements Disposition Authority Number DAA-0510-2013-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="373 427 1328 455">Healthcare Cost and Utilization Project (HCUP) Data Use Agreements</p> <p data-bbox="373 478 1153 506">Disposition Authority Number DAA-0510-2013-0003-0001</p> <p data-bbox="373 532 1480 708">Data is maintained by the HCUP Office. The Data Use Agreement describes restriction on the disclosure and use of information provided to the data recipient pursuant to the provisions that govern HCUP data. It documents the Data Recipient Name, Title, Organization, Address, Phone Number, fax number, email address, and data recipient signature/date.</p> <p data-bbox="373 732 926 759">Final Disposition Temporary</p> <p data-bbox="373 783 860 810">Item Status Active</p> <p data-bbox="373 834 830 861">Is this item media neutral? Yes</p> <p data-bbox="373 885 830 1006">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 data-bbox="373 1029 817 1112">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="373 1157 678 1185">Disposition Instruction</p> <p data-bbox="373 1208 1224 1236">Cutoff Instruction Cutoff when agreement is closed</p> <p data-bbox="373 1259 1186 1287">Retention Period Destroy 20 year(s) after cutoff</p> <p data-bbox="373 1332 674 1359">Additional Information</p> <p data-bbox="373 1383 959 1410">GAO Approval Not Required</p>

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
03/22/2013	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
07/09/2013	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/10/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/10/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist