

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 1326 459">Healthcare Cost and Utilization Project (HCUP) Data Use Agreements</p> <p data-bbox="373 480 1153 512">Disposition Authority Number DAA-0510-2013-0003-0001</p> <p data-bbox="373 534 1483 715">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="373 736 926 768">Final Disposition Temporary</p> <p data-bbox="373 789 860 821">Item Status Active</p> <p data-bbox="373 842 827 874">Is this item media neutral? Yes</p> <p data-bbox="373 895 827 1012">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 1034 819 1119">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="373 1161 678 1193">Disposition Instruction</p> <p data-bbox="373 1215 1224 1247">Cutoff Instruction Cutoff when agreement is closed</p> <p data-bbox="373 1268 1182 1300">Retention Period Destroy 20 year(s) after cutoff</p> <p data-bbox="373 1342 670 1374">Additional Information</p> <p data-bbox="373 1395 959 1427">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