Request for Records Disposition Authority

Records Schedule Number	DAA-0510-2019-0001
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	AHRQ Healthcare Cost and Utilization Project (HCUP)
Internal agency concurrences will be provided	No
Background Information	HCUP is the Nation's most comprehensive source of hospital care data, including information on in-patient stays, ambulatory surgery and service visits, and emergency department encounters. HCUP enables researchers, insurers, policymakers and others to study health care delivery and patient outcomes over time, and at the national, regional, State, and community levels.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0510-2019-0001

Sequence Number	
1	AHRQ Healthcare Cost and Utilization Project Disposition Authority Number: DAA-0510-2019-0001-0001
2	HCUPnet Disposition Authority Number: DAA-0510-2019-0001-0002
3	HCUP Fast Stats Disposition Authority Number: DAA-0510-2019-0001-0003

Records Schedule Items

Sequence Number	

1

AHRQ Healthcare Cost and Utilization Project

Disposition Authority Number   DAA-0510-2019-0001-0001

The master files contains clinical and nonclinical information collected from state and private industry partners from discharge abstracts including diagnoses and procedures, discharge status, patient demographics, and charges. HCUP databases include but are not limited to the following: •The Nationwide Inpatient Sample (NIS)-Inpatient data from a national sample of over 1,000 hospitals. •The Nationwide Emergency Department Sample (NEDS) is a database that yields national estimates of emergency department (ED) visits. •The Nationwide Readmissions Database (NRD) is a unique and powerful database designed to support various types of analyses of national readmission rates for all payers and the uninsured. •The Kids' Inpatient Database (KID)--a nationwide sample of pediatric inpatient discharges. •The State Inpatient Databases (SID)-contain inpatient discharge abstracts from participating states. •The State Ambulatory Surgery Databases (SASD)--contain data from ambulatory care encounters from hospital-affiliated and sometimes freestanding ambulatory surgery sites. •The State Emergency Department Databases (SEDD)--contain data from hospital affiliated emergency departments for visits that do not result in hospitalizations. •The Nationwide Ambulatory Surgery Sample (NASS) which yields national estimates of major ambulatory surgery encounters performed in hospital-owned facilities. Records include both the intramural databases and the restricted access public release versions.

Final Disposition	Temporary
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?	Yes
GRS or Superseded Authority Citation	N1-510-09-004 Item 1

Disposition Instruction

Cutoff Instruction	Cutoff at the end of the year in which the project concludes.

	Retention Period	Destroy 25 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
2	**HCUPnet**	
	Disposition Authority Number	DAA-0510-2019-0001-0002

AHRQ uses HCUPnet to provide the pubic with access to data from the HCUP databases. Information available in HCUPnet is made available by participating partners, HCUPnet hosts non-sensitive aggregate statistics from the HCUP data. HCUPnet currently features data from NIS, KID, NEDS, and SID databases. This raw data is bound by national and individual state laws along with HIPPA (PL 104-191) and Privacy Rule 45 CFR 164.514(e). Any sharing of the data would require prior permission for access. AHRQ is the custodian of the data and assures that all requirements are met before access is allowed. Also, data is confidential and some sample sizes are so small that they could be open to unacceptable exposure. This master file consists of data from participating HCUP databases with personally identifiable information removed. Data includes tables, aggregate statistics, and charts for identifying, tracking, analyzing, and comparing statistics on hospital care as well as measures of health care quality that make use of available hospital inpatient administrative data.

Final Disposition	Temporary
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?	Yes
GRS or Superseded Authority Citation	N1-510-09-004 Item 2
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year in which the project concludes.
Retention Period	Destroy 25 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later

Additional Information

GAO Approval

Not Required

HCUP Fast Stats

Disposition Authority Number

DAA-0510-2019-0001-0003

HCUP Fast Stats provides easy access to the latest HCUP-based visual statistical displays and tables for health care information topics. HCUP Fast Stats is the exception to the security and privacy-based restrictions faced by HCUPnet because the HCUP Fast Stats data files have sufficient aggregation of the statistics, but still features data from NIS, KID, NEDS, and SID databases (like HCUPnet).

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?

Yes

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cutoff after each annual update.

Transfer to the National Archives for Accessioning

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

Additional Information

First year of records accumulation

2015

What will be the date span of the initial transfer of records to the National Archives?

From 2015 To 2015

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 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
09/19/2019	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
10/15/2019	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/31/2019	Submit For Certification	Patricia Bosco	Program Analyst	Information Technology - Records Management
10/31/2019	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
01/29/2020	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
02/11/2020	Submit For Certification	Patricia Bosco	Program Analyst	Information Technology - Records Management
02/11/2020	Certify	Patricia Bosco	Program Analyst	Information Technology - Records Management
06/04/2020	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
06/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist