

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-510-09-9</i>	DATE RECEIVED <i>9/23/09</i>
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION <i>Agency for Healthcare Research and Quality (AHRQ)</i>			
3 MINOR SUBDIVISION		DATE	
4 NAME OF PERSON WITH WHOM TO CONFER <i>Patricia Bosco</i>	5 TELEPHONE <i>(301) 427-1207</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>09/17/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i>	TITLE <i>HHS Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>Electronic Records Schedule AHRQ Patient Safety Network (PSNet) and Web M3M</i> <i>See attached</i>		

Attachment to SF-115, AHRQ Request for Records Disposition Authority for Electronic Records—PSNet and Web M&M

The Center for Quality Improvement and Patient Safety maintains a database and content management system to support the AHRQ Patient Safety Network (PSNet) and Web M&M (Morbidity and Mortality Rounds on the Web) websites. Both sites are administrated using the same system. Web M&M is directly related to and is a subset of PSNet.

(Note: PSNet and Web M&M web content will be scheduled separately.)

1 AHRQ Patient Safety Network (PSNet) Database

The PSNet Database is a relational database accessible to the public via the PSNet website. It provides access to a selection of resources relevant to the patient safety community. These resources come in a variety of formats, including literature, research, tools, and web site citations.

- a *Master file* Contains citations, abstracts, subject index, and links to resources from external organizations focused on patient safety. Resources include journal articles, newsletters, a glossary of medical terms, and legislation.

Disposition: TEMPORARY. Cut off at the end of the calendar year when resource is published or content is placed in the system. Delete 5 years after cutoff or when no longer needed for administrative purposes, whichever is later.

- b *Master file—Patient Safety Primers* brief summaries and reviews of linked articles compiled by PSNet editors.

Disposition: TEMPORARY. Delete or destroy when superseded or obsolete.

2 AHRQ Web-based Morbidity and Mortality Rounds (Web M&M)

- a *Master file* Contains copies of articles on cases and commentaries discussing specific examples of patient safety, a case archive of case descriptions from a variety of healthcare fields, audio recordings and transcriptions of recordings with medical professionals, registration information for the submission of case information, registration information for the management of newsletter subscriptions, registration information to earn continuing education credits, a glossary of terms used in medical error and patient safety literature, and an alphabetical topic index with links to copies of case studies and commentaries.

Disposition: TEMPORARY. Cut off at end of calendar year when resource is published or content is placed in the system. Delete 5 years after cutoff or when no longer needed for administrative purposes, whichever is later.



NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION
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COLLEGE PARK MD 20740-6001
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APL 3/7/11

Date March 7, 2011
Appraiser Wendy Wittwer, NWML
Agency Agency for Healthcare Research and Quality
Subject N1-510-09-9

INTRODUCTION

Schedule Overview

AHRQ Patient Safety Network (PSNet) and Web M&M

This schedule contains 3 temporary items

Background Information

The Agency for Healthcare Research and Quality (AHRQ)'s Center for Quality Improvement and Patient Safety works to improve healthcare quality and safety by supporting and conducting research, developing reports, and collaborating with stakeholders across the health care system. AHRQ disseminates information related to patient safety to the public through two websites: the Patient Safety Network (PSNet) and Web M&M (Morbidity and Mortality Rounds on the Web). The two sites are administered using a single content management system.

Overall Recommendation

I recommend approval of the attached schedule

APPRAISAL

Item 1a: PSNet Master file

PSNet is a relational database of links to information hosted on external sites. AHRQ staff select the resources to highlight and put citations to these resources in the database; the actual articles or resources are not contained in the system. Resources are identified using the National Library

1 <http://www.ahrq.gov/about/cquips/cquipsmiss.htm>, 8/11/2010

of Medicine's Medline database, various news vendors and content aggregators, and the expertise of the AHRQ PSNet editorial and technical teams. Items are selected for inclusion according to the following criteria:

- They support a multidisciplinary, systems approach to minimizing errors in health care
- They come from a wide range of disciplines and sources, including clinical medicine, health care administration, engineering, general sciences, psychology, equipment and facility design, policy, law, and lay press
- They have been authored and/or sponsored by a credible source. The organization is an established entity and individuals have credentials that illustrate appropriate background
- They are of interest to the patient safety community at large, both expert and novice
- They are of value for gaining insight into and supporting patient safety

The taxonomy and structure of the database allows users to find resources related to specific topics. Only the most current research is of use to researchers and the public, once a resource is updated or becomes irrelevant, there is no further need to maintain the resource.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value. AHRQ does not generate or host the bulk of the content, they simply aggregate content found from other sources and make the citations to those sources accessible to users.

Adequacy of Proposed Retention Period: Adequate

Media Neutrality: Requested and Approved

Item 1b: PSNet Master file—Patient Safety Primers

The AHRQ editorial staff who select resources to feature in PSNet also produce Patient Safety Primers, which are brief summaries and reviews of the linked articles in the database. The Primers are created to accompany a link to a resource, once a resource is obsolete, a summary or review of that resource has no further value.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value.

Adequacy of Proposed Retention Period: Adequate

Media Neutrality: Requested and Approved

Item 2: Web M&M Master file

Morbidity and Mortality rounds are used in the medical community to discuss specific cases that raise issues regarding medical errors and quality improvement. AHRQ hosts Web M&M, which provides a national forum to discuss and learn from medical errors.² The forum provides a space for healthcare providers and practitioners to discuss issues of patient safety while focusing on individual cases. Since health care practice changes rapidly, practitioners highly value the most up-to-date case examples and strategies.

² <http://www.ahrq.gov/qual/webmandm.htm>, 8/11/2010

Proposed Disposition: Temporary

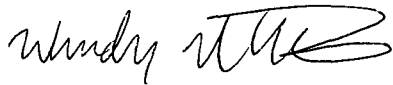
Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value Individual cases discussed in Web M&M quickly lose research significance with time

Adequacy of Proposed Retention Period: Adequate

Media Neutrality: Requested and Approved

A handwritten signature in black ink, appearing to read "Wendy Wittwer". The signature is fluid and cursive, with the first name "Wendy" written in a larger, more prominent script than the last name "Wittwer".

WENDY WITTEWER

Appraiser