

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-510-09-11</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/24/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Agency for Healthcare Research and Quality (AHRQ)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Patricia Bosco, AHRQ Enterprise Architect	5 TELEPHONE NUMBER 301-427-1207	DATE <i>30 Nov 10</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 needed now for the business for 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>09/22/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>S // Yvonne K Wilson</i> <i>Yvonne K. Wilson</i>		TITLE HHS Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule AHRQ Effective Health Care System See attached		

1 AHRQ Effective Health Care

The Effective Health Care (EHC) system is a web-based system that allows the public to nominate research topics and comment on draft research reports in the field of health care effectiveness. The system started in 2002.

****NOTE** Publications available via the AHRQ EHC website (final reports, research reviews, and clinician and consumer guides) are PERMANENT records. Apply the instruction for publications on the AHRQ web schedule (N1-510-09-12) to these records.

a Master Data File—Topic Nomination Data

Disposition TEMPORARY. Cut off at the end of the calendar year when the decision is made to accept or decline the nomination. Destroy 5 years after cutoff.

b Master Data Files—Key Questions, draft reports, and associated comments, final reports, research reviews, and summary guides

Disposition TEMPORARY. Cut off at the end of the calendar year after final product is published. Destroy 5 years after cutoff.

c Master Files—Training Materials. Continuing Medical Education (CME) training modules and related materials. Training materials are available through the EHC website.

Disposition TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy 5 years after cutoff.

~~d System Documentation. Data systems specifications, file specifications, codebooks, record layouts, and user guides relating to the master files with a TEMPORARY disposition.~~

~~Disposition TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20, item 11a1)~~