REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>NI-510-09-11</th>
</tr>
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<tbody>
<tr>
<td>To</td>
<td>NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001</td>
</tr>
<tr>
<td>Date received</td>
<td>9/24/09</td>
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</tbody>
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1 FROM (Agency or establishment) Department of Health and Human Services

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

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 ___ 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.

☐ is not required
☐ is attached, or
☐ has been requested

DATE
09/22/2009

SIGNATURE OF AGENCY REPRESENTATIVE
S / Yvonne K. Wilson

TITLE
HHS Records Officer

7 ITEM NO
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Electronic Records Schedule
AHRQ Effective Health Care System

See attached

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
(NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228
Attachment to SF-115, AHRQ Request for Records Disposition Authority for Electronic Records – AHRQ Effective Health Care

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 (N1-1410-09-12) 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)