

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI 510-94-2	DATE RECEIVED 4-15-94
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Public Health Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Agency for Health Care Policy and Research			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Johanna O. Bernelycke</i> Johanna O. Bernelycke	5. TELEPHONE 301 443 2055	DATE 1-23-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 one 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,

is not required;  is attached; or  has been requested.

DATE 4/13/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentiss Barnes, Sr.</i> A. Prentiss Barnes, Sr.	TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested for the Medical Treatment Effectiveness Research (MEDTEP) records of the Office of the Forum for Quality and Effectiveness in Health Care, AHCPR, as attached.</p> <p>Following approval, this schedule will become Item 13.E. of the AHCPR Records Disposition Schedule, Job Number NI 510-94-01.</p>		

DESCRIPTION OF RECORDS:

Medical Treatment Effectiveness Research (MEDTEP): This program maintains copies of health care/medical records and related documents such as claims forms, patient surveys and assessments of satisfaction with care provided, functional status, quality of life, activities of daily living, instrumental activities of daily living, and records of vital statistics (birth and death certificates). Examples of information in the records are: name, address, health insurance claim number of other individual identifying number, demographic data on patients, socioeconomic data, diagnoses, procedures, tests, examinations, x-rays, images, and results of tests and other studies reports of consultations, medical orders, physician, nurses, and other health care provider notes, name and address of provider, characteristics of the provider (i.e., for hospitals: principal funding source--county, for-profit, not-for-profit, Federal, religious; for health care providers: specialty, group practice).

DISPOSITION:

(1) Destroy hard copy records.  
TEMPORARY: Destroy 10 years after completion of contract or when no longer needed for research, whichever is sooner.

~~(2) Magnetic tapes/cartridges of abstracted, final edited data from raw data files. WITHDRAWN~~  
TEMPORARY: Destroy 5 years after completion of the contract or when no longer needed for research, whichever is sooner.

James E. Owens  
James E. Owens  
AHCPR Records Management Officer

March 28, 1994  
Date

John Carrick  
John Carrick  
Chief, Information Resource Management Branch

3/28/94  
Date

Susan Greene Merewitz  
Susan Greene Merewitz  
Senior Attorney, Office of General Counsel

3/31/94  
Date

Gary R. Barbarash  
Gary R. Barbarash  
Director, Office of Management

3-29-94  
Date