

Request for Records Disposition Authority

Records Schedule Number DAA-0511-2016-0004

Schedule Status Approved

Agency or Establishment Substance Abuse and Mental Health Services Administration

Record Group / Scheduling Group Records of the Alcohol, Drug Abuse, and Mental Health Administration

Records Schedule applies to Agency-wide

Schedule Subject Suicide Prevention Data Center

Internal agency concurrences will be provided No

Background Information

The Suicide Prevention Data Center (SPDC) is an online data collection and management system used to support the Garrett Lee Smith (GLS) Youth Suicide Prevention and Early Intervention Program grantees in implementing the National Outcomes Evaluation as required by the Garrett Lee Smith Memorial Act (GLSMA). The SPDC is a mechanism for communicating evaluation activities, managing and storing data, and disseminating evaluation findings. The SPDC provides necessary resources to grantees and supports them in implementing the National Outcomes Evaluation. Additionally, the SPDC is a resource for other GLS project stakeholders.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
27	6	21	0

GAO Approval

Outline of Records Schedule Items for DAA-0511-2016-0004

Sequence Number	
1	Training Exit Survey (TES) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0001
2	The Training Activity Summary Page (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0002
3	The Training Utilization and Preservation Survey (TUP-S) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0003
4	Prevention Strategies Inventory (PSI) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0004
5	Early Identification Referral and Follow-up (EIRF) Individual and Screening Form (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0005
6	Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Student (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0006
7	Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Faculty/Staff (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0007
8	School-based Health Form (SBHF) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0008
9	Existing Data Inventory (EDI) - Raw Data Files Disposition Authority Number: DAA-0511-2016-0004-0009
10	Management Information System Extract (MIS) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0010
11	Student Awareness Intercept Survey and Follow-up (SAIS) - Raw Data Files Disposition Authority Number: DAA-0511-2016-0004-0011
12	Short Message Service Survey (SMSS) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0012
13	Behavioral Health Provider Survey (BHPS) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0013
14	Coalition Profile (CP) and Coalition Survey (CS) Raw Data Files Disposition Authority Number: DAA-0511-2016-0004-0014
15	Referral Network Survey (RNS) (Public Use Version) Disposition Authority Number: DAA-0511-2016-0004-0015
16	Training Exit Survey (TES) Raw Data Version Disposition Authority Number: DAA-0511-2016-0004-0016
17	The Training Activity Summary Page (Raw Data Version)

	Disposition Authority Number: DAA-0511-2016-0004-0017
18	The Training Utilization and Preservation Survey (TUP-S) (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0018
19	Prevention Strategies Inventory (PSI) (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0019
20	Early Identification Referral and Follow-up (EIRF) Individual and Screening Form (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0020
21	Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Student (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0021
22	Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Faculty/Staff (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0022
23	School-based Health Form (SBHF) (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0023
24	Management Information System Extract (MIS) (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0024
25	Short Message Service Survey (SMSS) (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0025
26	Behavioral Health Provider Survey (BHPS) (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0026
27	Referral Network Survey (RNS) (Raw Data Version) Disposition Authority Number: DAA-0511-2016-0004-0027

Records Schedule Items

Sequence Number	
1	<p data-bbox="349 414 1015 446">Training Exit Survey (TES) (Public Use Version)</p> <p data-bbox="349 457 1136 489">Disposition Authority Number DAA-0511-2016-0004-0001</p> <p data-bbox="349 510 1487 840">The TES Individual dataset contains information at the individual-level about the persons who attend a GLS funded training event. This dataset includes variables that describe the trainees including their demographics and the primary setting and role within the setting where the trainee interacts with youth, the ways in which they intend to use their training, the impact of the training in terms of the usefulness, practicality, and applicability of the training to the trainee's life. The Public Use Version is a redacted version of the Raw Data Version. The Public Use Version consists of de-identified data sets of trainees collected from sites that have completed their GLS grant activities.</p> <p data-bbox="349 861 917 893">Final Disposition Temporary</p> <p data-bbox="349 915 852 946">Item Status Active</p> <p data-bbox="349 968 803 1000">Is this item media neutral? No</p> <p data-bbox="349 1021 1096 1053">Explanation of limitation Electronic Records Only</p> <p data-bbox="349 1074 820 1191">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="349 1212 820 1298">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="349 1340 665 1372">Disposition Instruction</p> <p data-bbox="349 1393 1356 1425">Cutoff Instruction End of the calendar that contract term ends</p> <p data-bbox="349 1447 1161 1478">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="349 1521 665 1553">Additional Information</p> <p data-bbox="349 1574 950 1606">GAO Approval Not Required</p>
2	<p data-bbox="349 1627 1153 1659">The Training Activity Summary Page (Public Use Version)</p> <p data-bbox="349 1670 1144 1702">Disposition Authority Number DAA-0511-2016-0004-0002</p> <p data-bbox="349 1723 1487 1917">Training Activity Summary Page (formerly the Training Exit Survey Cover Page) dataset contains data about each training event. This dataset includes information about the type of training (specific training types), training sub-type (gatekeeper, clinical, or other), how many people attended the training, and the duration of the training. The Public Use Version is a redacted copy of the Raw Data Version. It</p>

consists of de-identified data sets of the facility or individual collected from sites that have completed their GLS grant activities.

Final Disposition Temporary
Item Status Active
Is this item media neutral? No
Explanation of limitation Electronic Records Only
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

Cutoff Instruction End of the calendar year that contract term ends
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

3 The Training Utilization and Preservation Survey (TUP-S) (Public Use Version)

Disposition Authority Number DAA-0511-2016-0004-0003

The TUP-S dataset consists of data gathered at the individual level from persons who attended a GLS funded training event 3 and 6 months after the training occurred. This dataset includes information about the impact that the training has had on the individual's understanding and their use of the skills and knowledge gained during the GLS funded training event. The Public Use Version is a redacted copy of the Raw Data Version. It consists of de-identified data sets of the facility or individual collected from sites that have completed their GLS grant activities.

Final Disposition Temporary
Item Status Active
Is this item media neutral? No
Explanation of limitation Electronic Records Only
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

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Disposition Instruction

Cutoff Instruction End of the calendar year that contract term ends
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Prevention Strategies Inventory (PSI) (Public Use Version)

Disposition Authority Number DAA-0511-2016-0004-0004

The PSI dataset contains information about the types of strategies that GLS grantees are implementing as part of their suicide prevention activities. Public Use Version: The Public Use Version is a redacted copy of the raw data version. It consists of de-identified data sets of the facility or individual collected from sites that have completed their GLS grant activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Records Only

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

Cutoff Instruction End of calendar year that the contract term ends
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

5

Early Identification Referral and Follow-up (EIRF) Individual and Screening Form (Public Use Version)

Disposition Authority Number DAA-0511-2016-0004-0005

The EIRF dataset contains information about each individual youth who was identified and referred for mental or non-mental health related services as part of a grantee's GLS activities (though a screening event or by a trained gatekeeper). These individual level records consist of demographic information, the setting where the youth was identified, the role of the person who made the identification,

and what services the youth was referred to after the identification. In addition, records contain follow-up information about whether the individual received the services for which they were referred. The EIRF Screening form is used to collect information on youths identified at risk through screening activities. Public Use Version: The Public Use Version is a redacted copy of the Raw Data Version. It consists of de-identified data sets of the facility or individual collected from sites that have completed their GLS grant activities.

Final Disposition Permanent
 Item Status Active
 Is this item media neutral? No
 Explanation of limitation Electronic Records Only
 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

Cutoff Instruction The end of the calendar year that contract term ends
 Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after Cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2016
 How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	
Paper		
Microform		

Hardcopy or Analog Special Media		
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6

Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Student (Public Use Version)

Disposition Authority Number DAA-0511-2016-0004-0006

The SPEAKS- student dataset contains individual level information from a sample of college students on GLS funded campuses. These data include student demographics, the students' exposure to suicide prevention on their campus, their attitudes about suicide and seeking help, their self-efficacy to perform suicide-prevention related behaviors, their knowledge of suicide myths, facts, and their campus resources, and their connectedness and help-seeking behaviors. The Public Use Version is a redacted copy of the Raw Data Version. It consists of de-identified data sets of the students collected from sites that have completed their GLS grant activities.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Records Only

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

Cutoff Instruction End of calendar year that the contract term ends

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after Cutoff

Additional Information

First year of records accumulation 2005

End year of records accumulation 2012

What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2012

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2.0 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

7

Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Faculty/Staff (Public Use Version)

Disposition Authority Number **DAA-0511-2016-0004-0007**

The SPEAKS- faculty/staff dataset contains individual level information from a sample of faculty and staff on GLS funded campuses. These data include faculty experiences with suicide prevention, training and making referrals, knowledge of suicide, suicide risk factors and available resources and the impact of suicide prevention programs among those who work on funded campuses. Public Use Version: The Public Use Version is a redacted copy of the Raw Data Version. It consists of de-identified data sets of the faculty and staff collected from sites that have completed their GLS grant activities.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic Records Only**

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

Cutoff Instruction **End of calendar year that the contract term ends**

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after Cutoff

Additional Information

First year of records accumulation 2005

End year of records accumulation 2012

What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2012

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2.0 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

8

School-based Health Form (SBHF) (Public Use Version)

Disposition Authority Number DAA-0511-2016-0004-0008

The SBHF replaces the Management Information System Extract (MIS) and gathers information about policies and procedures in place to identify, refer, and serve youth who are at risk for suicide in addition to gathering information on student suicide attempts and completions. Public Use Version: The Public Use Version is a redacted copy of the Raw Data Version. The Public Use Version consists of de-identified data sets collected from sites that have completed their GLS grant activities.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Records Only

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

Cutoff Instruction **End of calendar year that the contract term ends**
 Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2.0 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

9

Existing Data Inventory (EDI) - Raw Data Files

Disposition Authority Number **DAA-0511-2016-0004-0009**

This inventory catalogues information about partnerships, the type of data that exists to support the suicide prevention program, the degree of data integration among existing data systems, the level of data access, and specific data elements related to the services being offered through the suicide prevention program.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic Records Only**

Do any of the records covered by this item currently exist in **Yes**

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **The end of the calendar year that contract term ends**

Retention Period **Destroy 3 year(s) after Cutoff**

Additional Information

GAO Approval **Not Required**

Management Information System Extract (MIS) (Public Use Version)

Disposition Authority Number **DAA-0511-2016-0004-0010**

The purpose of the MIS is to gather information from campus management information systems on campus student enrollment, retention, counseling services, student suicide attempts and student suicide completions per academic year. The Public Use Version is a redacted copy of the Raw Data Version. The Public Use Version consists of de-identified data sets collected from sites that have completed their GLS grant activities.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic Records Only**

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

Cutoff Instruction **End of calendar year that the contract term ends**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after Cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

11

Student Awareness Intercept Survey and Follow-up (SAIS) - Raw Data Files

Disposition Authority Number **DAA-0511-2016-0004-0011**

The SAIS assessed exposure to an outreach and awareness campaign conducted in one pilot grantee community, to understand the effectiveness of particular outreach strategies.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic Records Only**

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

Cutoff Instruction **The end of the calendar year that the contract term ends.**

Retention Period **Destroy 3 year(s) after Cutoff**

Additional Information

GAO Approval **Not Required**

12

Short Message Service Survey (SMSS) (Public Use Version)

Disposition Authority Number DAA-0511-2016-0004-0012

The purpose of the SMSS is to gather data on exposure to suicide prevention, suicidal ideation, and attempts. Public Use Version: The Public Use Version is a redacted copy of the Raw Data Version. The Public Use Version consists of de-identified data sets collected from sites that have completed their GLS grant activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Records Only

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

Cutoff Instruction The end of the calendar year that the contract term ends

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

13

Behavioral Health Provider Survey (BHPS) (Public Use Version)

Disposition Authority Number DAA-0511-2016-0004-0013

The goal of the BHPS is to assess the extent to which grantees and partnering providers are implementing National Strategy for Suicide Prevention (NSSP) Goal 8 and 9 practices, and whether these practices lead to the long-term outcomes of reductions in suicide deaths and attempts. Public Use Version: data sets of grantees and partnering providers collected from sites that have completed their GLS grant activities.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

Do any of the records covered by this item currently exist in Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **The end of the calendar year contract ends**

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

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

14

Coalition Profile (CP) and Coalition Survey (CS) Raw Data Files

Disposition Authority Number **DAA-0511-2016-0004-0014**

The Coalition Profile (CP) provides general information regarding the mission and goals of the suicide prevention coalition. The Coalition Survey (CS) is designed to gather information about community-level suicide prevention activities and collaborations in State/Tribal grantee communities.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic Records Only**

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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

Cutoff Instruction End of contract OR end of follow on work

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Referral Network Survey (RNS) (Public Use Version

Disposition Authority Number DAA-0511-2016-0004-0015

The Referral Network Survey is a method for obtaining information about the agencies working with State/Tribal grantees to identify and refer at-risk youth. The RNS includes information about the nature and quality of the relationships across the referral network. The Public Use Version is a redacted copy of the Raw Data Version. The Public Use Version consists of de-identified data sets collected from sites that have completed their GLS grant activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

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

Cutoff Instruction The end of the calendar year that the contract term ends.

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

16

Training Exit Survey (TES) Raw Data Version

Disposition Authority Number DAA-0511-2016-0004-0016

The TES Individual dataset contains information at the individual-level about the persons who attend a GLS funded training event. This dataset includes variables that describe the trainees including their demographics and the primary setting and role within the setting where the trainee interacts with youth, the ways in which they intend to use their training, the impact of the training in terms of the usefulness, practicality, and applicability of the training to the trainee's life.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

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

Cutoff Instruction End of the calendar that contract term ends

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

17

The Training Activity Summary Page (Raw Data Version)

Disposition Authority Number DAA-0511-2016-0004-0017

Raw Data Version: Training Activity Summary Page (formerly the Training Exit Survey Cover Page) dataset contains data about each training event. This dataset includes information about the type of training (specific training types), training sub-type (gatekeeper, clinical, or other), how many people attended the training, and the duration of the training.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

Do any of the records covered
by this item currently exist in

	<p>electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of the calendar year that contract term ends</p> <p>Retention Period Destroy 3 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
18	<p>The Training Utilization and Preservation Survey (TUP-S) (Raw Data Version)</p> <p>Disposition Authority Number DAA-0511-2016-0004-0018</p> <p>The TUP-S dataset consists of data gathered at the individual level from persons who attended a GLS funded training event 3 and 6 months after the training occurred. This dataset includes information about the impact that the training has had on the individual's understanding and their use of the skills and knowledge gained during the GLS funded training event.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic Only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of the calendar year that contract term ends</p> <p>Retention Period Destroy 3 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
19	<p>Prevention Strategies Inventory (PSI) (Raw Data Version)</p> <p>Disposition Authority Number DAA-0511-2016-0004-0019</p>

The PSI dataset contains information about the types of strategies that GLS grantees are implementing as part of their suicide prevention activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

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

Cutoff Instruction End of calendar year that the contract term ends

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

20

Early Identification Referral and Follow-up (EIRF) Individual and Screening Form (Raw Data Version)

Disposition Authority Number DAA-0511-2016-0004-0020

The EIRF dataset contains information about each individual youth who was identified and referred for mental or non-mental health related services as part of a grantee's GLS activities (though a screening event or by a trained gatekeeper). These individual level records consist of demographic information, the setting where the youth was identified, the role of the person who made the identification, and what services the youth was referred to after the identification. In addition, records contain follow-up information about whether the individual received the services for which they were referred. The EIRF Screening form is used to collect information on youths identified at risk through screening activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

21	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	End of the calendar year that contract term ends
	Retention Period	Destroy 3 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Student (Raw Data Version)	
	Disposition Authority Number	DAA-0511-2016-0004-0021
	The SPEAKS- student dataset contains individual level information from a sample of college students on GLS funded campuses. These data include student demographics, the students' exposure to suicide prevention on their campus, their attitudes about suicide and seeking help, their self-efficacy to perform suicide-prevention related behaviors, their knowledge of suicide myths, facts, and their campus resources, and their connectedness and help-seeking behaviors.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic Only
	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		
Cutoff Instruction	End of calendar year that the contract term ends	
Retention Period	Destroy 3 year(s) after Cutoff	
Additional Information		
GAO Approval	Not Required	
Suicide Prevention Exposure, Awareness, and Knowledge Survey (SPEAKS) - Faculty/Staff (Raw Data Version)		
Disposition Authority Number	DAA-0511-2016-0004-0022	

The SPEAKS- faculty/staff dataset contains individual level information from a sample of faculty and staff on GLS funded campuses. These data include faculty experiences with suicide prevention, training and making referrals, knowledge of suicide, suicide risk factors and available resources and the impact of suicide prevention programs among those who work on funded campuses.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Electronic Only
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

Cutoff Instruction	End of calendar year that the contract term ends
Retention Period	Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval	Not Required
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School-based Health Form (SBHF) (Raw Data Version)

Disposition Authority Number	DAA-0511-2016-0004-0023
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The SBHF replaces the MIS and gathers information about policies and procedures in place to identify, refer, and serve youth who are at risk for suicide in addition to gathering information on student suicide attempts and completions.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Electronic Only
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

23

24

Disposition Instruction

Cutoff Instruction End of calendar year that the contract term ends

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Management Information System Extract (MIS) (Raw Data Version)

Disposition Authority Number DAA-0511-2016-0004-0024

The purpose of the MIS is to gather information from campus management information systems on campus student enrollment, retention, counseling services, student suicide attempts and student suicide completions per academic year.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

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

Cutoff Instruction End of calendar year that the contract term ends

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

25

Short Message Service Survey (SMSS) (Raw Data Version)

Disposition Authority Number DAA-0511-2016-0004-0025

The purpose of the SMSS is to gather data on exposure to suicide prevention, suicidal ideation, and attempts.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

26	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	
	Cutoff Instruction	End of calendar year that the contract term ends
	Retention Period	Destroy 3 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Behavioral Health Provider Survey (BHPS) (Raw Data Version)	
	Disposition Authority Number	DAA-0511-2016-0004-0026
	The goal of the BHPS is to assess the extent to which grantees and partnering providers are implementing NSSP Goal 8 and 9 practices, and whether these practices lead to the long-term outcomes of reductions in suicide deaths and attempts.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic Only
	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	
	Cutoff Instruction	The end of the calendar year contract term ends
	Retention Period	Destroy 3 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
27	Referral Network Survey (RNS) (Raw Data Version)	
	Disposition Authority Number	DAA-0511-2016-0004-0027

The Referral Network Survey is a method for obtaining information about the agencies working with State/Tribal grantees to identify and refer at-risk youth. The RNS includes information about the nature and quality of the relationships across the referral network.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic Only

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

Cutoff Instruction End of calendar year that the contract term ends

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval Not Required

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
10/28/2016	Certify	Zintesia Page	Records Management Specialist	Substance Abuse and Mental Health Services Administration - Substance Abuse and Mental Health Services Administration
01/10/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
03/09/2017	Submit For Certification	Zintesia Page	Records Management Specialist	Substance Abuse and Mental Health Services Administration - Substance Abuse and Mental Health Services Administration
03/09/2017	Certify	Zintesia Page	Records Management Specialist	Substance Abuse and Mental Health Services Administration - Substance Abuse and Mental Health Services Administration
07/10/2017	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist