

Request for Records Disposition Authority

Records Schedule Number DAA-0512-2014-0003

Schedule Status Appraiser Working Version

Agency or Establishment Health Resources and Services Administration

Record Group / Scheduling Group Records of the Health Resources and Services Administration

Records Schedule applies to Agency-wide

Schedule Subject Bureau of Clinician Recruitment and Service (BCRS) Management Information System Solution (BMISS)

Internal agency concurrences will be provided Yes

Background Information Bureau of Clinician Recruitment and Service (BCRS) Management Information System Solution (BMISS): An IT-system modernization program that replaces and/or retires a multitude of BCRS legacy systems (including BHCDANET) that contain information collected from individual scholarship and loan repayment applications, documents concerning the individual's participation in the scholarship or loan repayment program, and recruitment and retention assistance applications and monitoring data from individual sites, thus improving information management across the BCRS enterprise.

WITHDRAWN

BMISS includes applicant and participant information for the following HRSA sponsored scholarship and loan programs: National Health Service Corps Scholarship Program (NHSC SP), National Health Service Corps Loan Repayment Program (NHSC LRP), Nurse Corps Loan Repayment Program (formerly Nursing Education Loan Repayment Program (NELRP), Nurse Corps Scholarship Program, (formerly Nursing Scholarship Program (NSP), Native Hawaiian Health Scholarship Program (NHHSP), Faculty Loan Repayment Program (FLRP), and the Students to Service Loan Repayment Program (S2S LRP). Applicants and/or Participants are in the Records System, HHS/HRSA/BCRS.

These records are maintained by the Bureau of Clinician Recruitment and Service (BCRS). These records relate to individuals who have applied for, who have been approved to receive, who are receiving, or who have received awards under HRSA Scholarship and Loan Repayment Programs.

These records consist of name, address(es), telephone number(s), email address(es), Social Security number (SSN), scholarship,

or loan repayment application and associated forms/documents, contracts, employment data, professional performance and credentialing history of licensed health professionals; preference for site-selection; personal, professional, and demographic background information; academic and/or service progress reports (which include related data, correspondence, and professional performance information consisting of continuing education, performance awards, and adverse or disciplinary actions); commercial credit reports, educational data including tuition and other related education expenses; educational data including academic program and status; employment status verification (which includes certifications and verifications of service obligation); medical data, financial data, payment data and related forms, deferment/placement/suspension/waiver data and supporting documentation; repayment/delinquent/default status information, correspondence to and from Program applicants and participants and/or their representatives, Claims Collection Litigation Reports for default cases referred to the Department of Justice (DOJ).

WITHDRAWN

The records are included in Privacy Act Systems 09-15-0037, Native Hawaiian Health Scholarship Programs, NHSC Loan Repayment Program, the Nurse Corps Loan Repayment Program Agreement Program, and the Nursing Student Education Direct Loan Program and Faculty Loan Repayment Program. In 2010, HRSA published a major revision of the BCRS Privacy Act System of Records Notice to (a) delete the Nursing Student Education Direct Loan Program, which is not administered by HRSA; (b) add records pertaining to the Nursing Scholarship Program (now Nurse Corps Scholarship Program) and the SEARCH Program; and (c) incorporate the Faculty Loan Repayment Program and the Physician Shortage Area Scholarship Program, which previously had their own System of Records Notices (09-15-0058, and 09-15-0042, respectively).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0512-2014-0003

Sequence Number	
1	Master File
1.1	Successful applications: Disposition Authority Number: DAA-0512-2014-0003-0001
1.2	Unsuccessful applications: Disposition Authority Number: DAA-0512-2014-0003-0002

WITHDRAWN

Records Schedule Items

Sequence Number	
1	<p>Master File Contain information collected from individual scholarship and loan repayment applications, documents concerning the individual's participation in the scholarship or loan repayment program, and recruitment and retention assistance applications.</p>
1.1	<p>Successful applications:</p> <p>Disposition Authority Number DAA-0512-2014-0003-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</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>GRS or Superseded Authority Citation N1-512-92-01 Item 25.P. 2.</p> <p>Disposition Instruction</p> <p>Cutoff Instruction cut off after service completion or other disposition of participant,</p> <p>Retention Period Destroy 15 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Unsuccessful applications:</p> <p>Disposition Authority Number DAA-0512-2014-0003-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</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>

WITHDRAWN

Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-512-92-01, Item 25.P. 1.
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year in which they applied
Retention Period	Destroy 6 year(s) and month(s) after
Additional Information	
GAO Approval	Not Required

WITHDRAWN

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
03/26/2014	Certify	Angela Tuscani	Records Management Officer	Records Management - OIT
03/26/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/28/2014	Submit For Certification	Angela Tuscani	Records Management Officer	Records Management - OIT
03/28/2014	Certify	Angela Tuscani	Records Management Officer	Records Management - OIT

WITHDRAWN