

# INACTIVE - ALL ITEMS SUPERSEDED

## Request for Records Disposition Authority

Records Schedule Number DAA-0513-2014-0001  
Schedule Status Modified Approved Version

Agency or Establishment Indian Health Service  
Record Group / Scheduling Group Records of the Indian Health Service  
Records Schedule applies to Major Subdivision  
Major Subdivision Office of Clinical and Preventive Services  
Minor Subdivision Risk Management  
Schedule Subject Credentialing and Privileging  
Internal agency concurrences will be provided Yes

**Background Information**

The Office of Clinical and Preventive Services (OCPS) is responsible for national health professional recruitment, health program implementation, risk management, emergency services, and management of several grant programs for the Indian Health Service (IHS). It includes the following divisions: Behavioral Health, Diabetes Treatment and Prevention, Nursing, Oral Health, Clinical and Community Services, and the Improving Patient Care Program.

The records profiled in this schedule are created to meet the medical staff credentialing and privileging standards of a nationally recognized accrediting/certifying body such as the Joint Commission (TJC), the American Association for Ambulatory Health Care (AAAHC), or the Centers for Medicare and Medicaid Services (CMS). Credentialing is the process of assessing and confirming the qualifications of a health care practitioner's background and credentials. It is a process that includes collecting and verifying information about a practitioner. Privileging is the process that health care organizations employ to authorize practitioners to provide specific services to their patients. The facility's credentials committee makes recommendations pertaining to the practitioner's clinical privileges and/or medical staff membership. Authority to grant clinical and/or medical staff membership is the domain of the facility's governing body.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0513-2014-0001

GAO Approval

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## Outline of Records Schedule Items for DAA-0513-2014-0001

Sequence Number	
1	Medical Staff Credentialing and Privileging Records
1.1	Successful applicants. Disposition Authority Number: DAA-0513-2014-0001-0001
1.2	Unsuccessful applicants. Disposition Authority Number: DAA-0513-2014-0001-0002

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## Records Schedule Items

Sequence Number																			
1	<p><b>Medical Staff Credentialing and Privileging Records</b></p> <p>This series consists of case files documenting the initial and recurring credentialing and privileging process of medical staff who apply to provide patient care services in IHS healthcare facilities. Medical staff eligible for this opportunity includes physicians (i.e., medical doctor (M.D.)), osteopathic doctor (D.O.), dentists, and other health care professionals including, but not limited to, clinical psychologists, optometrists, podiatrists, pharmacy practitioners, social workers (MSW), physician assistants, nurse practitioners, nurse anesthetists, and nurse midwives. Records include correspondence, applications for appointment and reappointment to the medical staff and/or clinical privileges which contain personally identifiable information, name of medical or professional school attended, verification of practitioner training, licensure, experience, expertise, and Drug Enforcement Agency (DEA) registration, National Practitioner Data Bank (NPDB) queries, reference letters, reevaluation data (i.e., reassessment of physician competency) and other information including, but not limited to liability claims, denial of medical privileges, sanctions, loss or suspension of professional licensure, and crimes against children.</p>																		
1.1	<p><b>Successful applicants.</b></p> <table><tr><td>Disposition Authority Number</td><td>DAA-0513-2014-0001-0001</td></tr><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Inactive</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr><tr><td>Inactive Status Explanation</td><td>This item is inactive because it was superseded by New Disposition Authority Number: DAA-0513-2018-0002-0001 New Disposition Authority Number:</td></tr><tr><td>Disposition Instruction</td><td></td></tr><tr><td>Cutoff Instruction</td><td>Cut off upon separation of employee.</td></tr></table>	Disposition Authority Number	DAA-0513-2014-0001-0001	Final Disposition	Temporary	Item Status	Inactive	Is this item media neutral?	Yes	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	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0513-2018-0002-0001 New Disposition Authority Number:	Disposition Instruction		Cutoff Instruction	Cut off upon separation of employee.
Disposition Authority Number	DAA-0513-2014-0001-0001																		
Final Disposition	Temporary																		
Item Status	Inactive																		
Is this item media neutral?	Yes																		
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																		
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0513-2018-0002-0001 New Disposition Authority Number:																		
Disposition Instruction																			
Cutoff Instruction	Cut off upon separation of employee.																		

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1.2

Transfer to Inactive Storage	Transfer inactive files to a Federal Records Center in 5 year blocks 3 years after employee separates.
Retention Period	Destroy by witness disposal 10 years after employee separates from Agency.
Additional Information	
GAO Approval	Not Required
Unsuccessful applicants.	
Disposition Authority Number	DAA-0513-2014-0001-0002
Final Disposition	Temporary
Item Status	Inactive
Is this item media neutral?	Yes
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
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0513-2018-0002-0002 New Disposition Authority Number:
Disposition Instruction	
Cutoff Instruction	Cut off upon non-selection or rejection of applicant.
Retention Period	Destroy by witness disposal 3 years after non-selection or rejection of applicant.
Additional Information	
GAO Approval	Not Required

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## 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
01/17/2014	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
02/11/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
02/18/2014	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
02/18/2014	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
04/17/2014	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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