

## Request for Records Disposition Authority

Records Schedule Number      DAA-0513-2015-0003  
Schedule Status                      Approved  
  
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                 Medical Malpractice Claims Records  
Internal agency concurrences will be provided      No

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.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0513-2015-0003

Sequence Number	
1	Medical Malpractice Claims Records
1.1	Medical Malpractice Claims Files Disposition Authority Number: DAA-0513-2015-0003-0001

## Records Schedule Items

Sequence Number	
1	<b>Medical Malpractice Claims Records</b>
1.1	<b>Medical Malpractice Claims Files</b>
	Disposition Authority Number <b>DAA-0513-2015-0003-0001</b>
	This series consists of records related to all actions against physicians, dentists, registered or licensed nurses, optometrists, podiatrists, pharmacists, physical therapists, hospitals, and any other entity providing health care services, for damages for malpractice, negligence, error or mistake relating to health care. Includes, but is not limited to: correspondence, forms, case summaries, copies of minutes from committee meetings, copies of claims disposition, attendance logs, consultative reports and practitioner narratives.
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b>
	<b>Disposition Instruction</b>
	Cutoff Instruction <b>Close file upon receipt of a final action, decision or resolution.</b>
	Retention Period <b>Destroy 75 year(s) after file closure.</b>
	<b>Additional Information</b>
	GAO Approval <b>Not Required</b>

## 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
05/14/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
07/30/2015	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist