

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0513-2015-0006**

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 Public Health Support**

Minor Subdivision               **Division of Epidemiology and Disease Prevention**

Schedule Subject                 **Epidemiological Outbreak Investigation Records**

Internal agency concurrences will be provided   **No**

Background Information         **The Office of Public Health Support (OPHS) assists offices, programs, and stakeholders achieve their goals through functions that support public health activities. The office consists of three divisions that concentrate on, but are not limited to the following duties:**

- **Epidemiology and Disease Prevention - focuses on disease epidemiology, prevention, and control activities for general infectious and chronic diseases within AI/AN populations**
- **Program Statistics - plans, develops, directs, and coordinates programs for measuring health status and unmet needs of the AI/AN population; analyzes demographic, patient care, and clinical data for the Agency; and**
- **Planning, Evaluation and Research - coordinates IHS' Strategic Plan and oversees Government Performance Reporting Act (GPRA) activities and projects staffing needs for health care facilities.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0513-2015-0006

Sequence Number	
1	Epidemiological Outbreak Investigation Records
1.1	Epidemiological Outbreak Investigation Files Disposition Authority Number: DAA-0513-2015-0006-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Epidemiological Outbreak Investigation Records</b> The records profiled in this schedule are related to the monitoring, reporting, prevention, containment and management of communicable/reportable disease outbreaks.</p>
1.1	<p><b>Epidemiological Outbreak Investigation Files</b> Disposition Authority Number      <b>DAA-0513-2015-0006-0001</b></p> <p>This series consists of records related to the investigation of reportable diseases and outbreaks that involve large numbers of people, deaths, and new or unknown causes. The information is used for research and for comparative studies in the event of similar future outbreaks. Includes, but is not limited to: written reports, surveys including prevalence studies, background materials, questionnaires, test results, correspondence, after action review forms, and previous studies.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>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></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Close file on date investigation closes.</b></p> <p>Retention Period                        <b>Destroy 20 year(s) after closure date.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>

## 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
06/09/2015	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
12/15/2015	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
12/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/17/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist