

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0513-2017-0001

## Request for Records Disposition Authority

Records Schedule Number DAA-0513-2017-0001  
Schedule Status Returned Without Action  
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 Information Technology  
Minor Subdivision Health Information Management  
Schedule Subject Indian Health Service Patient Information and Medical Imagery Records  
Internal agency concurrences will be provided No

### Background Information

The Health Information Management (HIM) Program of the Indian Health Service (IHS) is responsible for managing health information. Health information professionals along with health care providers, managers, and staff, are responsible for the creation, maintenance, preservation, disposition and confidentiality of health information for all IHS patients. HIM staff is deployed in Indian Health Service, Tribal Health Programs, and Urban Health Programs (I/T/Us) and are dispersed in 12 Areas throughout the United States. As vital members of the health care team, HIM professionals are responsible for the integrity of data stored in each patient's health record, the disclosure of patient data, and the safeguarding of sensitive information. In addition, HIM members serve as a nexus to clinical, operational, and administrative functions, all of whom depend on health information to perform their jobs. Lastly, health information professionals provide support to ensure compliance with the medical, administrative, ethical and legal aspects of managing and protecting health information.

IHS uses the Veterans Information Systems and Technology Architecture (VistA) Imaging System to access patient medical information and images for clinical and administrative purposes such as: radiology, EKG, ultrasound, and other digital medical imagery:

VistA is an application developed by the Veterans Administration for their medical centers and is used by the United States Department of Defense Military Health System, for medical services in other countries such as Mexico and Egypt. It has also been adopted for use by IHS to access patient information and medical imagery.

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## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## GAO Approval

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## Outline of Records Schedule Items for DAA-0513-2017-0001

Sequence Number	
1	IHS Patient Information and Medical Imagery
1.1	IHS Patient Information and Medical Imagery Disposition Authority Number: DAA-0513-2017-0001-0001

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## Records Schedule Items

Sequence Number	
1	IHS Patient Information and Medical Imagery
1.1	IHS Patient Information and Medical Imagery
	Disposition Authority Number      DAA-0513-2017-0001-0001
	Records include patient medical information and images for clinical and administrative purposes such as: radiology, EKG, ultrasound, and other digital medical imagery.
	Final Disposition                      Temporary
	Item Status                              Withdrawn
	Is this item media neutral?          No
	Explanation of limitation            Applies to 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                      Cut off at the end of the calendar year.
	Retention Period                        Destroy 10 year(s) after cut off.
	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
10/20/2016	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
10/27/2016	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
02/13/2017	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
02/13/2017	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
03/15/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/30/2017	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
05/31/2017	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
07/12/2017	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

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