

## Request for Records Disposition Authority

Records Schedule Number           DAA-0514-2013-0002

Schedule Status                    Approved

  

Agency or Establishment           Department of Health and Human Services

Record Group / Scheduling Group   Records of the Office of the Assistant Secretary for Health

Records Schedule applies to       Major Subdivision

Major Subdivision                 Office of the Secretary (OS), Office of the Assistant Secretary for Health (OASH)

Minor Subdivision                 Office of Minority Health

Schedule Subject                  OS Think Cultural Health (TCH) Website

Internal agency concurrences will be provided   Yes

Background Information           The Think Cultural Health Web site program provides educational information, training, best practices and tools to health professionals, as one initiative to help them accomplish cultural competency in accordance with the national Culturally and Linguistically Appropriate Services (CLAS) Standards. The CLAS standards were originally promulgated by OMH in 2001 and are being revised and enhanced in order to guide health care organizations in the provision of culturally and linguistically appropriate services that will improve the health care of all Americans. The system maintains registration and training records containing personally identifiable information (PII) about individual health professionals who are registrants/users of the Think Cultural Health Web site. The Think Cultural Health system does not collect personally identifiable information (PII) about visitors, but does collect PII about registrants/users. Use of the resources offered on the site is voluntary, but registration information is required to verify that the site is used by a variety of health professionals, representing different genders, races, skills, and demographic locations as required for HHS/OS/OMH to comply with Affordable Care Act.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0514-2013-0002

Sequence Number	
1	Think Cultural Health Web Site
1 1	Master File Disposition Authority Number DAA-0514-2013-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Think Cultural Health Web Site</b> The Think Cultural Health Web site program provides educational information, training, best practices and tools to health professionals, as one initiative to help them accomplish cultural competency in accordance with the national Culturally and Linguistically Appropriate Services (CLAS) Standards</p>
1 1	<p><b>Master File</b> Disposition Authority Number      <b>DAA-0514-2013-0002-0001</b></p> <p>The system maintains registration and training records containing personally identifiable information (PII) about individual health professionals who are registrants/users of the Think Cultural Health Web site. The Think Cultural Health system does not collect personally identifiable information (PII) about visitors, but does collect PII about registrants/users. Use of the resources offered on the site is voluntary, but registration information is required to verify that the site is used by a variety of health professionals, representing different genders, races, skills, and demographic locations as required for HHS/OS/OMH to comply with Affordable Care Act. Registrants and the program they are registered for. Registration information for health professionals in the Think Cultural Health system. The system contains records created since the program began in December 2004. Geographically, the system covers any health professional interested in completing the e-learning program internationally.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>schedule pertains only to an electronic master file</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>Destroy/delete 6 years after the discontinuance of the system</b></p> <p><b>Additional Information</b></p>

GAO Approval

Not Required

## 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
04/10/2013	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
07/23/2013	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/25/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/25/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/29/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist