Request for Records Disposition Authority

Records Schedule Number   DAA-0330-2017-0008

Schedule Status   Approved

Agency or Establishment   Office of the Secretary of Defense

Record Group / Scheduling Group   Records of the Office of the Secretary of Defense

Records Schedule applies to   Department-wide

Schedule Subject   Surgical Scheduling System (S3)

Internal agency concurrences will be provided   No

Background Information

The Surgical Scheduling System (S3) is an internally developed military health system (MHS) transactional processing system that standardizes operating room and scheduling and reporting across the Department of Defense (DoD). The Surgical Scheduling System (S3) is a web application hosted on servers at each military treatment facility with operating room capability. The Surgical Scheduling System (S3) does not host a website available to the public.

The Surgical Scheduling System (S3) receives nightly feeds of patient demographic information from CHCS. The patient demographic information includes name, social security number (SSN), race, gender, and date of birth. The system stores this information temporarily until it is no longer needed for business purposes and then purges the data. The Surgical Scheduling System (S3) does not manipulate the data in anyway.

The Surgical Scheduling System (S3) records include statistical analysis data at each servicing location for research purposes. This data includes surgery lengths, number of completed surgical procedures (daily, monthly, weekly annually), types of surgical procedures, anesthesia notes, nursing information other similar data related to patient surgery.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2017-0008

Sequence Number	
1	System Overview
1.1	Surgical Scheduling System (S3) Master Files Disposition Authority Number: DAA-0330-2017-0008-0001

Records Schedule Items

Sequence Number	
1	**System Overview** The Surgical Scheduling System (S3) records include statistical analysis data at each servicing location for research purposes. This data includes surgery lengths, number of completed surgical procedures (daily, monthly, weekly annually), types of surgical procedures, anesthesia notes, nursing information other similar data related to patient surgery. The Surgical Scheduling System (S3) allows end users to view scheduling data for all operating rooms in the MHS. The system displays the surgery date, location, patient name and DoD sponsor identification number and surgical procedure. In addition, the system lists the supplies and equipment necessary for each procedure. Surgical Scheduling System (S3) does not maintain patient medical record data. All patient medical data is maintained with the patient's service treatment record (STR) and or non-service treatment record (NSTR). The categories of individuals covered by the system include Military Health System (MHS) beneficiaries and their dependents, retired military personnel, foreign nationals and former spouses. System interfaces with Anesthesia Recording and Monitoring Device (ARMD), Composite Health Care System (CHCS) (GRS 4..3 Item 20)
1.1	**Surgical Scheduling System (S3) Master Files**

Disposition Authority Number   DAA-0330-2017-0008-0001

The Surgical Scheduling System (S3) is a web-based program that provides standardization of operating room (OR) scheduling and reporting processes, and allows the collection of enterprise-wide metrics on OR efficiency. S3 maintains statistical analysis data at each servicing location for research purposes. This data includes surgery lengths, number of completed surgical procedures (daily, monthly, weekly, annually), types of surgical procedures, anesthesia notes, nursing information other similar data related to patient surgery.

Final Disposition	**Temporary**
Item Status	**Active**
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**

Disposition Instruction

| | Cutoff Instruction | Annually after completion of surgery |
| | Retention Period | Destroy 5 year(s) after cut off |

Additional Information

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
09/27/2017	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/07/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist