

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-510-09-1	DATE RECEIVED 9/21/09
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Agency for Healthcare and Human Services (AHRQ)		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Patricia Bosco	5 TELEPHONE (301) 427-1207	DATE 9/2/10	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 09/15/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i>	TITLE HHS Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule Patient Safety Organizations (PSO) web-based system See attached		

Item 1. AHRQ Patient Safety Organizations (PSO) web-based system

Patient Safety Organizations (PSOs) are organizations that seek to improve the quality and safety of health care delivery. Organizations that are eligible to become PSOs include: public or private entities, profit or not-for-profit entities, provider entities such as hospital chains, and other entities that establish special components to serve as PSOs.

The overall purpose of the Patient Safety Organization Privacy Protection Center (PSOPPC) is to support the Patient Safety and Quality Improvement Act (PL 109-41). The Patient Safety Organization (PSO) Privacy Protection Center (PPC) provides PSOs information on PPC services, formats for patient safety reporting, and specifications for and the ability to submit patient safety event information. The PSO Privacy Protection Center coordinates PSO activities including conferences and workgroups. Currently, the system does not contain national patient safety data.

- a) Input: Requests for information and/or comments can be manually entered by site visitors. PPC user account information is manually entered into the system from paper enrollment forms processed and approved by AHRQ. PSO contact information is entered into the system from PSO listing forms. Forum posts are manually entered by PSO and PPC users. Information on calls made by the PPC to PSOs is manually entered by PPC Help Desk personnel. The PPC uses a relational database management system to manage the input, storage, versioning, reporting and maintenance of the reporting formats. Telephone calls, voice mails, emails and faxes with support requests are the inputs to this system.

Disposition: TEMPORARY. Delete/Destroy after verification/validation of information entered into the system.

- b) Master file: The information system contains demographic information regarding Patient Safety Organizations, designated contacts from Patient Safety Organizations, user account information for registered users of the PSOPPC web site, provider profiles for Patient Safety Organizations, record of calls made between the Patient Privacy Center and Patient Safety Organizations, posted electronic documents of educational materials and resources, forum conversation threads, and posted news articles.

Disposition: TEMPORARY. Cut off annually. Delete/Destroy after cutoff or when superseded, whichever is later.

- c) Output: Output reports are available in various file formats for distribution of content and posting of electronic documents. Output reports provide summary and detailed information regarding the customer support requests and issues.

GRS 20, item 4

- d) Documentation: GRS 20, item 11a1