REQUEST FOR RECORDS DISPOSITION AUTHORITY
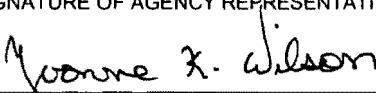
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment) *Department of Health and Human Services*	**NOTIFICATION TO AGENCY** In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
2 MAJOR SUBDIVISION Agency for Healthcare Research and Quality (AHRQ)	
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Patricia Bosco	(301) 427-1207	10/14 201	

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
09/17/2009	Yvonne X. Wilson	HHS Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 AHRQ Patient Safety Network (PSNet) *and Web M&M* See attached		

115-109   NSN 7540-00-634-4604   **STANDARD FORM 115** (REV 3-91) (CDC Adobe Acrobat 5 0 Electronic Version, 8/2001)
PREVIOUS EDITION NOT USABLE   Prescribed by NARA
36 CFR 1228

Created by Electronic Document Service/USDHHS (301) 443-2454

Attachment to SF-115, AHRQ Request for Records Disposition Authority for Electronic Records—PSNet and Web M&M

The Center for Quality Improvement and Patient Safety maintains a database and content management system to support the AHRQ Patient Safety Network (PSNet) and Web M&M (Morbidity and Mortality Rounds on the Web) websites Both sites are administrated using the same system, Web M&M is directly related to and is a subset of PSNet

(Note PSNet and Web M&M web content will be scheduled separately)

1 AHRQ Patient Safety Network (PSNet) Database

The PSNet Database is a relational database accessible to the public via the PSNet website. It provides access to a selection of resources relevant to the patient safety community These resources come in a variety of formats, including literature, research, tools, and web site citations

   a *Master file* Contains citations, abstracts, subject index, and links to resources from external organizations focused on patient safety Resources include journal articles, newsletters, a glossary of medical terms, and legislation

      Disposition TEMPORARY Cut off at the end of the calendar year when resource is published or content is placed in the system Delete 5 years after cutoff or when no longer needed for administrative purposes, whichever is later

   b *Master file—Patient Safety Primers* brief summaries and reviews of linked articles compiled by PSNet editors

      Disposition TEMPORARY Delete or destroy when superseded or obsolete

2 AHRQ Web-based Morbidity and Mortality Rounds (Web M&M)

   a *Master file* Contains copies of articles on cases and commentaries discussing specific examples of patient safety, a case archive of case descriptions from a variety of healthcare fields, audio recordings and transcriptions of recordings with medical professionals, registration information for the submission of case information, registration information for the management of newsletter subscriptions, registration information to earn continuing education credits, a glossary of terms used in medical error and patient safety literature, and an alphabetical topic index with links to copies of case studies and commentaries

      Disposition TEMPORARY Cut off at end of calendar year when resource is published or content is placed in the system Delete 5 years after cutoff or when no longer needed for administrative purposes, whichever is later