

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-510-09-13</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/24/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Agency for Healthcare Research and Quality (AHRQ)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Patricia Bosco, AHRQ Enterprise Architect	5 TELEPHONE NUMBER 301-427-1207	DATE <i>8/11/2010</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
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 <u>1</u> page(s) are not needed now for the business for 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.			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 09/21/2009	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne K. Wilson <i>Yvonne K. Wilson</i>	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Morbidity and Mortality Rounds (Web M&M)  See attached		

Item 1. AHRQ Web-based Morbidity and Mortality Rounds (Web M&M) Content Management System

The AHRQ Web M&M (Morbidity and Mortality) is an Internet-based, monthly, peer-reviewed journal featuring analysis of near-misses and actual cases of medical error.

- a) Input: Users submit cases and commentaries through a content management system and comment on other user posts through a series of electronic forms.
- b) Master file: This site features expert analysis of medical errors reported anonymously by users, interactive learning modules on patient safety ("Spotlight Cases"), and Perspectives on Safety. Through the AHRQ website, the public can access articles on cases and commentaries, a case archive of case descriptions from a variety of healthcare fields, audio recordings and transcriptions of recordings with medical professionals (Perspectives on Safety), registration information for the submission of case information, registration information for the management of newsletter subscriptions, registration information to earn continuing education credits, an on-line glossary of terms used in medical error and patient safety literature, alphabetical topic index with links to on-line copies of case studies and commentaries, and a link to AHRQ PSNet (Patient Safety Network) system.

- 1) Electronic publications

- Disposition: PERMANENT. Cut off at end of fiscal year. Transfer to the National Archives annually after cutoff.

- 2) Registration records

- Disposition: TEMPORARY. Cut off at end of fiscal year. Delete 2 years after cutoff or when no longer needed for administrative purposes, whichever is later.

- c) Output: Ad hoc queries and sorts

- d) Documentation:

- 1) Disposition: PERMANENT. Transfer system documentation with permanent records (GRS 20, item 11a2)

- 2) Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related records in item 1.b.2 of this records schedule (GRS 20, item 11a1)