

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-511-09-1</b>	
FROM (Agency or establishment) <i>Department of Health and Human Services</i>		DATE RECEIVED <b>9/23/09</b>	
2 MAJOR SUBDIVISION <b>Substance Abuse and Mental Health Services Administration (SAMHSA)</b>		<b>NOTIFICATION TO AGENCY</b>	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Lynne Klein</b>	5 TELEPHONE <b>(240) 276-1129</b>	DATE <b>11/10/11</b>	ARCHIVIST OF THE UNITED STATES <b>Withdrawn</b>

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 2 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 <b>09/17/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joanne K. Wilson</i>	TITLE <b>HHS Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 SAMHSA Health Information Network (SHIN) See attached		

## **SAMHSA Health Information Network (SHIN)**

### **Description**

The SAMHSA Health Information Network provides the public and the Federal Government with one-stop, quick access to mental health, substance abuse prevention, and addictions treatment information, materials, and services. It has two main goals: 1) to promote and increase awareness of substance abuse prevention, mental health services, and addictions treatment through the dissemination of materials and resources to the public and Federal agencies, and 2) to position SAMHSA as a leading provider of reliable, evidence-based information about substance abuse prevention, mental health services, and addictions treatment.

#### **a Inputs Product Distribution Forms**

The product distribution form collects all of the information that SHIN needs from a publication "owner" (the SAMHSA employee who managed the production of the content) so that we can make that publication available to the public. This includes information on the SAMHSA point of contact, the item itself, and its release plan.

Disposition TEMPORARY Delete/destroy after information is entered into the system and verified and when no longer needed for administrative, legal, audit, or other operational purposes.

#### **b Master Data Files Publication Inventory Data**

Data on publications is stored in the form of a database in the following format: publication identification code, publication title, SAMHSA center/office where the publication is produced, date published, available inventory and guidelines on whether the publications can be ordered via Web, phone, mail, email, fax and conference among others.

Disposition TEMPORARY Delete/destroy after information is entered into the system and verified and when no longer needed for administrative, legal, audit, or other operational purposes.

Supersedes SAMHSA Records Control Schedule - B-311, item 70, National Clearinghouse for Drug Abuse Information System and item 71, National Clearinghouse for Mental Health Information.

#### **c Master Data Files Publications Order Fulfillment**

Publications are requested via emails that are stored in a database with the following information embedded: receipt confirmation, and a follow up email will be sent with an order number. The following information is required in your email recipient's name, phone number, title of publication, inventory number, quantity requested, (room number and phone number, if requesting delivery to SAMHSA),

shipping address, and phone number (if requesting delivery to a conference or offsite colleague) and delivery due date

Disposition TEMPORARY Delete/destroy after information is entered into the system and verified and when no longer needed for administrative, legal, audit, or other operational purposes

d Outputs Master Inventory Report

1) Center Reports The monthly SHIN Center Reports provide a targeted analysis of each individual center's SHIN activity Each report consists of an executive summary followed by more detailed sections on web site usage, PDF downloads, and publication demand analysis, inventory levels, exhibit schedule, e-Network impact, e-Network schedule, and inventory clean up status

Disposition TEMPORARY Destroy 2 years from date of report GRS 3, item 9(a)

2) Product Inventory Report The Master Inventory report includes data from Jan07-current month but only the 12 most current months are shown, copies ordered each month and orders for each item

Disposition TEMPORARY Destroy 2 years from date of report GRS 3, item 9(a)

3) Warehouse Receiving Reports The Warehouse Receiving Reports track publications received into inventory during the month The report is organized by publication id number, and includes the publication title, date of receipt and amount received

Disposition TEMPORARY Destroy 2 years from date of report GRS 3, item 9(a)

4) Contact Center Reports This monthly report provides a detailed breakdown of all the contacts for the reporting period coming into the SAMHSA Health Information Network It includes calls that go to live operators as well as recorded message lines Additional information is provided about the method of contact (phone, fax, e-mail, etc), the outcome of the contact, the topic of the requests, who is contacting the SHIN, how they found out about the service and how many of the phone contacts are first time callers

Disposition TEMPORARY Destroy 2 years from date of report GRS 3, item 9(a)