

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0006

Status: APPROVED  
Date Approved: 06/22/2024

## General Information

Agency or Establishment	Administration for Strategic Preparedness and Response
Record/Scheduling Group	0611 - Records of the Administration for Strategic Preparedness and Response
Records Schedule Applies To	Agency-wide
Schedule Subject	Medical Countermeasures External Stakeholders Records
Additional Schedule Information	<p>Background Information</p> <p>Biological Advanced Research and Development Authority (BARDA) is an office within the Office of the Assistant Secretary for Preparedness and Response (ASPR). BARDA uses an integrated, systematic, portfolio-based approach to support advanced research and development of medical countermeasures (MCM) to mitigate Chemical/Biological/Radiological/Nuclear (CRBN) threats, Pandemic Influenza (PI) and Emerging Infectious Diseases (EID).</p> <p>As directed by 42 USC § 247d-7e , BARDA developed web-based infrastructure to “facilitate and increase the expeditious and direct communication between the Department of Health and Human Services and relevant persons with respect to countermeasure and product advanced research and development, including by facilitating such communication regarding the processes for procuring such advanced pandemic or epidemic products of interest and soliciting information about and data from research on potential qualified countermeasures and qualified pandemic or epidemic products and related technologies.” Based on this statute, subsequent web-based tools will be created to gather similar data.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0611-2023-0006

Item #	Title	Disposition
0001	Medical Countermeasures Web-based Infrastructure : Master File	Temporary

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Records Schedule Items

Group Title	Medical Countermeasures Web-based Infrastructure
Group Description	<p>These web-based tools provide a platform to gather solutions, tools and techniques, new ideas, resources, research, technologies and processes, diagnostics, analysis, training, and treatment approaches that help assist in meeting BARDA's medical countermeasure's mission.</p> <p>BARDA maintains all this information and offers:</p> <ul style="list-style-type: none"><li>• Technical and financial resources to entrepreneurs whose ideas have the potential to transform the paradigm of emergency preparedness detection and response.</li><li>• Constant monitoring of announcements, publications, and meeting-such as BARDA's annual Industry Day conference and the BARDA TechWatch program (launched 2007).</li><li>• A repository for medical countermeasures stakeholders' information to reference throughout the lifespan of BARDA.</li></ul>
DAA-0611-2023-0006-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Master File
Item Description	<p>These web-based tools holds records in the system including but not limited to:</p> <ol style="list-style-type: none"><li>1. Registration information: first and last name, email address, physical address, login/password, phone number, basic information, specific product information, proposed indication of use, additional documents, key objectives, funding sources, DUNS number, manufacturing readiness level, funding information, organizational information, current funding sources, state of deliverables, and list of potentially conflicted individual.</li><li>2. The review process: internal meeting materials, presentations, capability statements, notes, decisions, historical research, notes and comments to proposals, briefings, market research, budget analysis, and other documents created during the process.</li><li>3. Formal decisions: written reason and notification, meeting invitation, and response from the stakeholder.</li></ol> <p>Any records created after the decision will fall under the Medical Countermeasures Records Schedule DAA-0468-2013-0003 or DAA-0611-2023-0003.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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<b>MANUAL CITATION</b>	
Agency Code	0611
Manual Title	Master File
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year when the decision is sent to the stakeholder
Retention Period	Destroy 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Legal citation related to record retention (if applicable)	42 USC Sec. 247d-7e
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	06/22/2024