

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0011

Status: APPROVED  
Date Approved: 08/20/2025

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## 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 Reserve Corps Unit Information System Records
Additional Schedule Information	<p>During President Bush's delivery of the 2002 State of the Union Address, he asked all Americans to volunteer in support of their country. Shortly after this speech, the Medical Reserve Corps (MRC) was housed under the Office of the Surgeon General within the Office of the Assistant Secretary for Health (OASH) from 2002 to 2013. In 2013, with the reauthorization of the Pandemic and All-Hazards Preparedness Act the responsibility for the MRC was transferred from OASH to the Office of the Assistant Secretary from Preparedness and Response.</p> <p>The MRC was authorized by Congress in the Public Health Service Act, Section 2813, as modified by the Pandemic and All-Hazards Preparedness Reauthorization Act of 2013 (Pub. L. 113-5). The MRC program is responsible for quantifying volunteers that may be called upon in the event of an emergency. The MRC Unit Profile Information was created to quantify trained and competent volunteers. MRC Units are currently located in almost 1,000 communities across the United States and represent a resource of more than 200,000 volunteers. To continue supporting the MRC units in communities across the United States, and to continue planning for future emergencies that are national in scope, detailed information about the MRC Units, including unit demographics, contact information (regular and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC program. MRC Unit Leaders are asked to update this information on the MRC website at least quarterly, and to participate in a technical assistance assessment at least annually.</p>

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The MRC program uses MRC Unit data in reports and presentations, and analyzes the data to assess the maturation of the program, confirm that MRC Units are carrying out activities that increase the resilience of their local community, and tailor the technical assistance provided to MRC Units. In addition, the data serves as an important recruitment tool for the individual MRC Units. Often, before committing to volunteer with an MRC Unit, potential volunteers go to the MRC website (<https://mrc.hhs.gov>) to review the local MRC profile, which includes its name and point of contact, the most recent MRC Unit activities, the community served, the date established, a narrative profile, and an up-to-date count of its volunteers.

The MRC factors for success have resources and a self-assessment tool that allows the MRC Unit Leader to identify strengths and weaknesses within their own MRC Unit and facilitate technical assistance from Regional MRC Liaisons to address their weaknesses while sharing their strengths with the MRC network.

Specific Restrictions: All MRC Unit data is electronically entered by MRC Unit Leaders via the MRC website. Each MRC Unit Leader chooses a unique username and password and they can access the website from any computer with an internet connection. There is no paper reporting.

Records under DAA-0468-2017-0001 Office of the Secretary/Office of the Assistant Secretary for Preparedness and Response will be superseded by this records schedule DAA-0611-2023-0011 Administration for Strategic Preparedness and Response.

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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-0611-2023-0011

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Medical Reserve Corps Unit Information System	Temporary

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Records Schedule Items

DAA-0611-2023-0011-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Medical Reserve Corps Unit Information System	
Item Description	<p>The Medical Reserve Corps (MRC) program unit profile information contains records related to the MRC program from its creation in 2002 to the present. The specific data elements in the master file consists of the following collection tools: MRC Unit profile information, MRC technical assistance assessment, factors for success, and unit activity reporting.</p> <ul style="list-style-type: none"> <li>• MRC Unit profile information: Includes basic demographic information about the unit, their geographic area of responsibility, contact information for their unit leader, coordinator, and designee as well as programmatic details about their unit.</li> <li>• MRC technical assistance assessment: This is a series of questions asked of the MRC unit to allow MRC regional liaisons to provide targeted and specific technical assistance to an MRC unit.</li> <li>• Factors for success: this is a self-assessment tool for MRC units that provide the unit leader with the ability to identify strengths and weakness for their MRC unit and work to improve their program with the goal of resilient prepared communities.</li> <li>• Unit activity reporting: This component of the MRC unit profile information is where MRC units report the types of activities that they are engaged in within their community. This is utilized for recruitment of new volunteers into the MRC as well as reporting on volunteering engagement during disasters of other emergencies.</li> </ul> <p>Data in the Master file that document public health emergencies, natural and man-made disasters or other events that engender long-term, post-event review, lessons learned and historical interest will be separated and accessioned to NARA under DAA-0611-2023-0014-0001 as permanent records.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	0611	
Manual Title	Medical Reserve Corps Unit Information System	

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?		Yes
<b>Superseded Items</b>		
<b>Superseded Item</b>	<b>Item Superseded in Part?</b>	<b>Explanation</b>
DAA-0468-2017-0001-0001	No	
Is this item a deviation from the GRS?		No
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition		Temporary
Cutoff Instructions		Cut off at end of Fiscal year when the Incident Response or Recovery Operation is closed.
Retention Period		Destroy 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>		
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	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.