

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2013-0007
Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense
Record Group / Scheduling Group Records of the Office of the Secretary of Defense
Records Schedule applies to Department-wide
Schedule Subject Neurocognitive Assessment Performance Report Data
Internal agency concurrences will be provided No

Background Information Neurocognitive Assessment provide Military Health System (MHS) personnel access to a continuous and coherent chronology of the neuro-cognitive health status of a United States Military Service Member that can be used in evaluating treatment of Traumatic Brain Injury (TBI) and for assigning further psychological health care. The system will enable care providers to initially assess warfighters in order to determine a baseline neuro-cognitive assessment and to use a comparative assessment should injury occur.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2013-0007

Sequence Number	
1	Neurocognitive Assessment Performance Report Data background
1.1	Neurocognitive Assessment Performance Report Data Disposition Authority Number: DAA-0330-2013-0007-0001

Records Schedule Items

Sequence Number															
1	<p>Neurocognitive Assessment Performance Report Data background Prior to decommissioning the TRICARE Management Activity (TMA) Neurocognitive Assessment Tool (NCAT) in October of 2012, the agency produced a limited number of baseline neurocognitive assessment performance reports on military service members from the system to test the viability of the NCAT as a solution for evaluating the treatment of concussions, traumatic brain injury (TBI), mild Traumatic Brain Injury (mTBI) and for assigning further health care. The intent of the neurocognitive assessment performance reports was to compare the data against military service members' post-injury assessments and provide de-identified information for research and to aid in the detection/diagnosis of mTBI and TBI. TMA did not fully deploy the NCAT and officially decommissioned the system in October of 2012. The agency will transfer all neurocognitive assessment performance report data to the NARA Temporary Records Information Portal (TRIP) for the duration of the records' lifecycle.</p>														
1.1	<p>Neurocognitive Assessment Performance Report Data</p> <p>Disposition Authority Number DAA-0330-2013-0007-0001</p> <p>Neurocognitive assessments are examinations of cognitive processes, used to determine thinking ability, and to determine if any problems are getting better or worse. Neurocognitive assessment performance report data on Military Service Members including demographic information (such as Social Security Number, date of birth, name, gender, address, military service unit, telephone numbers), self-reported information on possible prior concussions, self-reported assessment of sleepiness and mood, and cognitive performance measures.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>Yes</td> </tr> </table> <p>Disposition Instruction</p> <table border="0"> <tr> <td>Cutoff Instruction</td> <td>Cut off is the date of last patient examination.</td> </tr> <tr> <td>Retention Period</td> <td>Destroy 10 year(s) after cut off.</td> </tr> </table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut off is the date of last patient examination.	Retention Period	Destroy 10 year(s) after cut off.
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Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/29/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/06/2014	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
03/11/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/18/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist