

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0007

Status: APPROVED  
Date Approved: 09/16/2024

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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	Responder Safety and Credentialing Records
Additional Schedule Information	<p>The Office of Administration for Strategic Preparedness and Response (ASPR) leads the nation's medical and public health preparedness for, response to, and recovery from disasters and other public health emergencies.</p> <p>The National Disaster Medical System (NDMS), operating within ASPR's Office of Response, is utilized to support Emergency Support Function (ESF) #8. NDMS is a federally coordinated system that augments the nation's medical response capability to assist state and local authorities in dealing with the medical impacts of major health emergencies or public health events.</p> <p>NDMS has over 30 different position descriptions and the credentials and trainings required and offered are based on the position requirements. NDMS personnel are required to maintain appropriate licensure and certification within their discipline. When NDMS is activated as federal employees, licensure and certifications are recognized by all states.</p> <p>When NDMS personnel are activated as federal employees, they have the protection of the Federal Tort Claims Act in which the federal government becomes the defendant in the event of a malpractice claim.</p> <p>Records created before June 29, 2022 are scheduled under DAA-0468-2014-0001.</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: 3

Number of Temporary disposition items: 3

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-0611-2023-0007

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Responder Safety Training Records	Temporary
0002	Clinical Credentialing Records	Temporary
0003	NDMS Health Professionals Review Committee (HPRC) Records	Temporary

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Records Schedule Items

<b>DAA-0611-2023-0007-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Responder Safety Training Records	
Item Description	<p>Responder safety training records are the records generated to track responder compliance with mandatory safety training. Safety training includes, but is not limited to, hazard awareness, operations, and communication training, protective equipment training, blood borne pathogens training, respirator fit tests , and other Occupational Safety and Health Administration (OSHA) training records. The training records include tests, rosters, summarized data, sign-in sheets, attendance records, background training materials, correspondence, training tasks, contingency agenda's, OSHA letters, training slides, and training certificates. The deviation is required as this item is a mix of both mission-related and administrative-level training. Not all of the records are covered by the General Records Schedule.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	0611	
Manual Title	Responder Safety Training Records	
<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?	Yes	
<b>GRS Disposition Authority List</b>		
Disposition Authority	Title	
<b>DAA-GRS-2016-0014-0001</b>		
Justification for GRS Deviation	<p>Response training records are a package of records including training such as Workplace Harassment, Records Management, FIT Test, CPR, etc. These records must be retained for a minimum of 5 years to meet OSHA requirements for some trainings such as FIT Testing.</p>	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when the completion of training.	
Retention Period	Destroy 5 year(s) after cutoff	

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ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	<a href="https://www.osha.gov/sites/default/files/publications/osha2254.pdf">https://www.osha.gov/sites/default/files/publications/osha2254.pdf</a>
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0611-2023-0007-0002		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Clinical Credentialing Records	
Item Description	The clinical credentialing records include, but are not limited to, school transcripts, board certificates, licenses, information available through the National Practitioner Data Bank, peer and supervisor reviews, medical activity reports, NDMS Clinical Credentials Disclosure Questionnaire, Respirator Medical Evaluation Questionnaire, all employee medical records, and court documents associated with the activity reports for NDMS employees. These records are stored in the Responder Management System and compatible systems.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	0611	
Manual Title	Clinical Credentialing Records	
<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 notice of employee separation is received.	
Retention Period	Destroy 30 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Legal citation related to record retention (if applicable)	1910.1020 - Access to employee exposure and medical records.   Occupational Safety and Health Admin	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0611-2023-0007-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	NDMS Health Professionals Review Committee (HPRC) Records
Item Description	The credential review team meeting minutes include information on any actions, requests, or discussions associated with the review of an applicant to the NDMS. The review team meets monthly and reviews applicants' case file. The records of the HPRC include, but are not limited to, meeting minutes, letters, final decisions, memos, background materials, correspondence, signed documents, and charters.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	0611
Manual Title	NDMS Health Professionals Review Committee (HPRC) Records
<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 minutes were recorded.
Retention Period	Destroy 30 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	Colleen Shogan	09/16/2024