

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0008

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	Disaster Mortuary Operational Response Teams (DMORTs) Records
Additional Schedule Information	<p>Background Information</p> <p>The National Disaster Medical System (NDMS) mission is to supplement our nation's public health and medical resources. NDMS mobilizes resources through specialized teams that provide human and veterinary healthcare, mortuary assistance, patient movement coordination, and definitive care during times of need.</p> <p>The Disaster Mortuary Operational Response Teams (DMORT) provides services for the management of fatalities resulting from natural and man-made disasters. They support unusual or large-scale fatality management activities with expertise in tracking and documenting of human remains/personal effects, establishing temporary morgue facilities; determining the cause and manner of death; and preparing, processing and returning human remains/personal effects to appropriate recipients.</p> <p>When deployed to an emergency, DMORT personnel work under the guidance of local authorities to provide technical assistance and personnel to identify and process deceased victims with the goal of issuing a death certificate and returning the remains to loved ones. DMORT personnel deploy, as Fatality Management Assessment Teams to assist the local Medical Examiner/Coroner in assessing their capabilities and identifying their needs for additional resources.</p> <p>Records created before June 29, 2022 are scheduled under DAA-0468-2014-0002.</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: 2

Number of Temporary disposition items: 2

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-0611-2023-0008

Item #	Title	Disposition
0001	Disaster Mortuary Operational Response Teams (DMORTs) Records : Victim Information Center (VIC) Records	Temporary
0002	Disaster Mortuary Operational Response Teams (DMORTs) Records : DMORTs Reinternment Working Files	Temporary

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Records Schedule Items

Group Title	Disaster Mortuary Operational Response Teams (DMORTs) Records
Group Description	<p>The DMORT program has three (3) Disaster Portable Morgue Units (DPMUs). The DPMU is a depository of a complete morgue with designated workstations, prepackaged equipment and supplies. These DPMUs are staged at a mission support center for immediate deployment in support of DMORT operations.</p> <p>DMORTs are composed of experts from various disciplines who can aid local authorities managing the remains of the deceased. A typical team consists of medical examiners, coroners, funeral directors/mortuary officers, forensic specialist (anthropologist, odontologist, and pathologist), autopsy assistants, fingerprint specialists, logistics specialists, security specialists and safety specialists.</p>
DAA-0611-2023-0008-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Victim Information Center (VIC) Records
Item Description	<p>Under the Disaster Mortuary Operational Response Teams (DMORTs), Victim Information Center (VIC) provide technical assistance and consultation on the collection and management of information and related issues concerning people who have lost their lives in a public health emergency or disaster. The VIC may be called on to perform a wide range of functions, such as:</p> <ul style="list-style-type: none"> • Collecting dental records, fingerprints, medical records, DNA, and other ante-mortem data • Providing subject matter expertise in mass fatalities management and victim information procurement • Conducting interviews with family members to gather ante-mortem information, including DNA samples, to assist in identifying human remains. • Training partners to appropriately gather the information required for victim identification during the family interview process • Coordinating and sharing data with morgue and forensic staff on a regular basis

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	<ul style="list-style-type: none"> • Coordinating with federal, state and local law enforcement agencies by gathering ante-mortem data to facilitate victim identification and manage the missing persons list • Explaining the HIPAA Privacy Rule Exemption for Medical Examiners and Coroners (45 CFR 164.512(g)(1)) to the medical and dental providers of the victims to facilitate obtaining these records • Updating the Victim Identification Program (VIP) database • Coordinating the release of remains <p>Records of victim antemortem data and postmortem data used to assist the victim identification process. Records include, but are not limited to, VIP interview forms, kinship/ancestry records, dental records, medical records, x-rays, photographs or descriptions of tattoos, inventories of clothing and jewelry; blood type information, anatomical descriptions, as well as findings on recovered remains. Records also include contact information for the next of kin of victims. These records are stored in a database and used to match remains to the victim's identity.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Disaster Mortuary Operational Response Teams (DMORTs) Records
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year after the operation is concluded.
Retention Period	Destroy 75 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0611-2023-0008-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	DMORTs Reinternment Working Files

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Item Description	Draft files and supporting records relating to the oversight for recovery, documentation, and identification of human remains disinterred as the result of a disaster or major event. Local authorities are responsible for the final record copy.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	DMORTs Reinternment Working Files
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the operational support process.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
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
Accept	Valerie Terray	09/25/2023
Approve	Colleen Shogan	06/22/2024