

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0010

Status: APPROVED
Date Approved: 07/10/2024

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	National Veterinary Response Team (NVRT) Records
Additional Schedule Information	<p>Background Information - 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 National Veterinary Response Team (NVRT) is responsible for the provision of veterinary medical care to ill or injured companion, service, working, and laboratory animals to augment the states' capabilities during public health emergencies caused by natural and technological disasters, acts of terrorism, disease outbreaks, and special events including National Special Security Events, such as presidential inaugurations, and political party national conventions.</p> <p>The NVRT is composed of professional and para-professional veterinary medical personnel, with modular task forces designed to deliver veterinary medical support for resident animals impacted by natural or man-made disasters, animals working in response efforts including National Special Security Events (NSSEs) and to provide guidance and support during incidents that involve infectious agents (zoonotic) or public health threat that may affect human health.</p> <p>Records created before June 29, 2022 are scheduled under DAA-0468-2013-0006.</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-0611-2023-0010

Item #	Title	Disposition
0001	National Veterinary Response Team Animal Health Records	Temporary
0002	Definitive Medical Care Records	Temporary
0003	National Veterinary Response Team Situational Reports	Temporary

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Records Schedule Items

DAA-0611-2023-0010-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	National Veterinary Response Team Animal Health Records	
Item Description	These records are created by the National Veterinary Response Team. They include exam forms, exam logs, controlled drug use logs, animal movement logs, vaccination logs, health certifications, other veterinary health records, veterinary facility inspections and daily treatment logs. The daily treatment logs serve as a summary to provide situational awareness during an event or disaster for decision- makers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0611	
Manual Title	National Veterinary Response Team Animal Health 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 when the incident response is closed.	
Retention Period	Destroy 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0611-2023-0010-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Definitive Medical Care Records	

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Item Description	Records that document NDMS providing definitive medical care, defined as providing in-patient and out-patient health and medical services, health related social services, and other appropriate animal services in non-federal or private sector healthcare facilities on behalf of the U.S. government, during a response to a public health incident, including but not limited to definitive care authorizations, patient movement and evacuation, incident action plans, correspondence, provider claims, transaction records and task orders. These records may be used by ASPR to conduct studies or evaluations on whether or not medical transfer objectives were met.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	Definitive Medical Care 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 when the patient was provided definitive care.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0611-2023-0010-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	National Veterinary Response Team Situational Reports

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Item Description	National Veterinary Response Team situational reports include information on the deployment configuration, equipment and caches deployed, objectives of the mission, number of patient encounters, the number of animals requiring treatment, the health status of animals receiving treatment, and a summary of the strengths, challenges and recommendations of the deployment. The information contained in this report provides an overview of the NVRT care for which treatment is being provided by incident or event and location. These reports inform final records defined in DAA-0611-2023-0014-0001.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	National Veterinary Response Team Situational Reports
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 when incident response is closed.
Retention Period	Destroy 7 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	09/29/2023
Approve	Colleen Shogan	07/10/2024