

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0012

Status: APPROVED
Date Approved: 10/31/2024

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	ASPR Technical Resources, Assistance Center, and Information Exchange System (ASPR TRACIE)
Additional Schedule Information	<p>Background Information</p> <p>The Administration for Strategic Preparedness and Response (ASPR) sponsors the ASPR Technical Resources, Assistance Center, and Information Exchange (ASPR TRACIE). ASPR TRACIE was created to meet the information and technical assistance needs of regional ASPR staff, state and local healthcare preparedness grantees, healthcare coalitions, healthcare entities, healthcare providers, and others working in disaster medicine and healthcare system preparedness. ASPR TRACIE is a special project that supports technical assistance needs for all of ASPR, other Staffing and Operating Divisions of HHS, the interagency, and external stakeholders.</p> <p>Formally launched in September 2015, the vision of ASPR TRACIE is to serve as a national knowledge center for healthcare preparedness. ASPR TRACIE aims to ensure that all stakeholders – at the federal, state, local, tribal, territory, non-profit and for-profit levels – have access to information and resources to improve medical and health system preparedness, response, recovery, and mitigation efforts.</p> <p>The goal of ASPR TRACIE is to better support flexible, coordinated, and consolidated responses to medical, healthcare, and public health incidents, thereby improving community resilience to all hazard disasters. ASPR TRACIE achieves this goal by supporting knowledge transfer and collaborations between state and local medical and public health authorities, Presidential initiatives, federal agencies, healthcare coalitions, non-governmental organizations, colleges/universities, and experts in the field to facilitate the sharing of information regarding best/promising practices and emerging issues.</p>

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The ASPR TRACIE Team maintains a public-facing web-based library of materials on various public health, healthcare, disaster medicine, and medical emergency preparedness topics. The Resource Library includes links to various materials such as evidence-based articles, fact sheets, reports, technical briefs, white papers, toolkits, webinars, plans, guidelines, best and promising practices, lessons learned, and templates.

The Resource Library is populated from two primary inputs: 1) materials located, reviewed, received, and vetted by the ASPR TRACIE Team, and 2) materials housed in the (now-retired) National Library of Medicine (NLM) Disaster Lit® database. NLM was retired by the National Institutes of Health in June 2021, and ASPR TRACIE absorbed the resources housed in that database.

The ASPR TRACIE Library also includes these three types of materials:

- 1) materials identified by the ASPR TRACIE Team or created by ASPR TRACIE
- 2) materials solicited through outreach and rollout campaigns; and
- 3) unsolicited materials submitted by ASPR TRACIE users through email or via the IE

For each resource determined appropriate for inclusion in the ASPR TRACIE Resource Library, the ASPR TRACIE Team creates a unique database record. If the resource is not already available online, the ASPR TRACIE Team requests permission from the author to make it accessible and compliant with Section 508 of the Rehabilitation Act before creating a record, housing the resource within the ASPR TRACIE database, and making it publicly available on the ASPR TRACIE webpage.

Records created before June 29, 2022 are scheduled under DAA-0468-2019-0003.

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: 1

Number of Permanent disposition items: 2

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-0611-2023-0012

Item #	Title	Disposition
0001	Non-ASPR TRACIE Developed Resources	Temporary
0002	ASPR TRACIE Developed Resources : ASPR TRACIE Program Resources	Permanent
0003	ASPR TRACIE Developed Resources : ASPR TRACIE Recorded Video and Audio Resources	Permanent

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Records Schedule Items

DAA-0611-2023-0012-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-ASPR TRACIE Developed Resources	
Item Description	These records are published in other databases and sources as well as other materials and publications approved by ASPR TRACIE subject matter experts. These records are not created by ASPR TRACIE, they are created from other agencies, organizations, etc. hosted in the ASPR TRACIE system and are not otherwise scheduled as they cover a range of topics (e.g. access and functional needs, cybersecurity, mass casualty, pediatrics, etc.) and reach a broad audience (e.g. ASPR staff, state and local healthcare preparedness grantees, healthcare coalitions, healthcare entities, healthcare providers and others working in disaster medicine and healthcare system preparedness).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0611	
Manual Title	ASPR TRACIE Existing Resources	
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 request was created or received.	
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	

Group Title	ASPR TRACIE Developed Resources
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Group Description	<p>The records created by the ASPR TRACIE Team include but are not limited to: Technical Assistance products, fact sheets, webinars, podcasts, trainings, and tip sheets. These publications are authored by the ASPR TRACIE team based on research and with the assistance of subject matter experts and working groups. The records are stored and maintained in the ASPR TRACIE system and are not otherwise scheduled as they cover a range of topics (e.g., access and functional needs, cybersecurity, mass casualty, pediatrics, etc.) and reach a broad audience (e.g., ASPR staff, state and local healthcare preparedness grantees, healthcare coalitions, healthcare entities, healthcare providers and others working in disaster medicine and healthcare system preparedness). The ASPR TRACIE Standard Operating Procedures includes the Records Management Requirements section. It notes that the ASPR TRACIE Director, with input from the ASPR TRACIE Team, will determine the records that should fall under temporary and permanent disposition categories as well as the ASPR TRACIE file plan. ASPR TRACIE Developed Resources can be found on this site https://asprtracie.hhs.gov/tracie-resources.</p>
DAA-0611-2023-0012-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	ASPR TRACIE Program Resources
Item Description	Records include those that are the result of substantial effort and subject matter expert review, wide spread publications that draw significant interest, and/or that are developed in direct support of a declared emergency. Records include, but are not limited to: 1) Behind the Response: Experiences from the Field 2) Resources at Your Fingertips 3) The Exchange 4) The Express 5) Tip Sheets and Fact Sheets 6) Tools and Templates.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	ASPR TRACIE Program Resources
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	

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Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year when the resource is completed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:156 MB
Approximate first year of records covered by this authority	2022
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 06/22/2022 To: 12/31/2023
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0611-2023-0012-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	ASPR TRACIE Recorded Video and Audio Resources
Item Description	Records include recorded webinars, podcasts, and videos involving Subject Matter Experts discussing a wide range of topics related to emergency preparedness.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	0611
Manual Title	ASPR TRACIE Recorded Video and Audio Resources
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	Permanent
Cutoff Instructions	Cut off at end of Fiscal year when the resource is completed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital audio:3769 MB ; Textual data:6 GB

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/31/2024