

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2024-0002

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	Disaster Medical Information Suite (DMIS)
Additional Schedule Information	<p>The Disaster Medical Information Suite (DMIS) is a group of systems operated by the National Disaster Medical System (NDMS). NDMS is an interagency cooperative effort among HHS, DoD, VA, and DHS responsible for the management and coordination of medical responses to natural, man-made disaster, military health emergency, other public health emergency, or Federally declared disasters. NDMS is managed by the Administration for Strategic Preparedness and Response (ASPR). DMIS consists of three components including:</p> <ol style="list-style-type: none"><li>1. Electronic Medical Records (EMR) – Electronically stored medical records for patients treated by NDMS. The EMR data is stored in the Health Information Repository.</li><li>2. Joint Patient Assessment and Tracking System (JPATS) – A national patient tracking system dedicated to tracking patient evacuations and en-route care. JPATS also provides patient tracking and in transit visibility for patients treated by NDMS. The JPATS data is stored in the Health Information Repository.</li><li>3. Health Information Repository (HIR) – The HIR stores the electronic medical records (EMR data) and JPATS data for patients treated by NDMS. Patient medical records and patient tracking data are created by NDMS during a response to a major emergency or Federally declared disaster and pushed into the HIR. HIR data is available to other ASPR programs for data analysis.</li></ol> <p>Emergency medical records that predate the HIR shall remain scheduled under N1-468-07-001. Emergency medical records maintained in HIR before June 29, 2022 are scheduled under DAA-0468-2013-0014</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: 1

Number of Temporary disposition items: 1

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-0611-2024-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Health Information Repository Records (HIR)	Temporary

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Records Schedule Items

<b>DAA-0611-2024-0002-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Health Information Repository Records (HIR)	
Item Description	<p>The Health Information Repository (HIR) is the repository for NDMS's Emergency Medical Records and Joint Patient Assessment and Tracking System data. The HIR captures medical and demographic information from patients receiving treatment by the NDMS. Information collected includes, but is not limited to, patient treatment records, vitals, orders, diagnoses, treatment notes, labs, surveys and any attachments, which may include medical treatment history records provided by the patient. The patient treatment records also include the treatment location, patient registration information, triage, treatment, and discharge information. JPATS data included in the HIR includes patient tracking and identification information used to track patients throughout the continuum of NDMS care.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<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 Fiscal year when the incident response is closed.	
Retention Period	Destroy 75 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

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Colleen Shogan	09/16/2024