REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-510-09-12

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
9/24/09

1 FROM (Agency or establishment)
Department of Health and Human Services

2 MAJOR SUBDIVISION
Agency for Healthcare Research and Quality (AHRQ)

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Patricia Bosco, AHRQ Enterprise Architect	301-427-1207	3/9/11	WITHDRAWN

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required ☐ is attached, or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
09/22/2009	S // Yvonne K Wilson Yvonne K. Wilson	HHS Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule AHRQ Website See attached		

AHRQ Inter- and Intranet Websites

AHRQ GOV and MY.AHRQ GOV are sites that are both used by external and internal user groups as a means of obtaining information about AHRQ This information is then used to facilitate AHRQ's mission of conducting and supporting health services research, both within AHRQ as well as in leading academic institutions, hospitals, physicians' offices, health care systems, and many other settings across the country

This records schedule does not cover the following AHRQ systems that can be accessed via the web as these systems are scheduled under separate requests for records disposition authorization. Web M&M, EOrders, Quality Indicators, CAHPS, ePSS, HCIE, HCUP, NGQMC, NRC Portal, PSNet, PSO/PPC, Effective Healthcare, and related web-accessed systems that are created in the future

1 Public Website (www ahrq gov)

The AHRQ.GOV website provides information to the public and AHRQ clients about the agency and the services it offers

The website includes links to web versions of the following

- About AHRQ
- Clinical information
- Funding Opportunities
- Research Findings
- Specific Populations
- Consumers and Patients
- Data and Surveys
- Quality and Patient Safety
- A-Z Quick Menu
- Health IT
- Public Health Preparedness
- Special Interest
- Topic Spotlights

Disposition TEMPORARY Remove superseded or obsolete information Delete when superseded or obsolete

2 Intranet Website (http //my ahrq gov/Default aspx)

The website includes web version of information for AHRQ's staff (AHRQ employees and contractors), including

- Administrative Services
- Agency Training Courses
- Building and Locale Information

- Emergency Information
- Human Resources, Benefits and Employee Information
- Libraries and Archives
- Policies and Procedures
- Project Officer
- Recovery Act

Disposition TEMPORARY Remove superseded or obsolete information. Delete when superseded or obsolete

Web Management and Operations Records

3 Web content snapshot

Snapshot of AHRQ's public website and intranet website taken before significant changes are implemented (i.e Change of administration, website redesign

Disposition TEMPORARY Cut off at the end of the calendar year when superseded or obsolete Destroy/delete 1 year after cutoff or when no longer needed, whichever is later

4 Web policies and procedures

Records reflecting the policies and procedures established to ensure oversight of records reflecting the policies outlining the AHRQ's web content (intranet and internet) This includes policies outlining the process by which materials are added, changed and/or deleted from the AHRQ websites

Disposition TEMPORARY Destroy when 1 year old of when no longer needed, whichever is later

5 Website Design Records

Records produced in the process of developing and updating design and implementation of pages on the AHRQ websites (intranet and internet), including design records and templates

Disposition TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete Destroy/delete 1 year after cutoff

6 Software records

Records about the products used in the creation and maintenance of the AHRQ's websites (internet and intranet) These records include identification of product versions and licenses

Disposition TEMPORARY Cut off at the end of the calendar year when product is replaced Destroy/delete 2 years after cutoff

Item 7 Records relating to system usage
Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log in files, password files Audit trail files, system usage files and cost back files used to assess charges for system use

Disposition: TEMPORARY Delete/destroy when no longer needed (GRS 20, Item 1c)

Item 8 Records relating to system performance testing
Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records

Disposition TEMPORARY Delete/destroy when the agency determines they are no longer needed (GRS 20, item 1a)

Item 9 Backup tapes
Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

Disposition TEMPORARY
(1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later
(2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. (GRS 24, Item 4a)