

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-514-99-1 EPJ	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED 11/05/99	
1. FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Secretary			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Thomas F. Joyce</i> Thomas F. Joyce	5. TELEPHONE 202-690-5529	DATE 3-23-00	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>3</u> page(s) are not now needed for the business of 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE -1 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Prentice Barnes</i> A Prentice Barnes	TITLE Departmental Records Official	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Record Group 514 WNRC Project: Records of the Office of the Assistant Secretary for Health (OASH)</p> <p>This schedule provides one-time disposition authority for incorrectly scheduled and unscheduled OASH records that are stored at WNRC.</p> <p>SEE ATTACHED SCHEDULE</p>		

**RECORD GROUP 514: RECORDS OF THE OFFICE OF THE ASSISTANT
SECRETARY FOR HEALTH
WNRC PROJECT**

Items 1-5 provide one-time disposition authority for the specific accessions listed.

Health Services and Mental Health Administration.

1. ~~Federal Health Programs Service. Vietnam Surgical Team Subject Files, 1962-67. 2 cu. ft.~~

~~These files relate to the assignment of Public Health Service (PHS) personnel to surgical teams in South Vietnam. Team members were detailed to the Agency for International Development and the State Department for participation in the surgical team program. Included are personnel rosters, Peace Corps brochures, informational materials, budget and monthly reports, agreements, memorandums, equipment lists, press clippings, and activity reports. The records relate to such subjects as medical care for American seamen in Vietnam, monthly activities and field trips, expenditures, a 1966 training workshop in Phoenix, Arizona, staff assignments at Nha Trang and Da Nang hospitals, team administration, and procedures.~~

Disposition: PERMANENT. Transfer to NARA in FY2001.

Job N1-90-00-1

Susan Abbott

*Withdrawn & placed on
per e-mail of 1/29
attached--*

Justification: These records document the roles and service of PHS nurses and other personnel in South Vietnam during the Vietnam War. It is likely that these files are the only available records relating to this PHS program.

✓ WNRC Acc. No.: 514-71A-6029 (Boxes 1-2)

National Center for Health Services Research.

2. Division of Extramural Research. Contract Files, 1971-74. 10 cu. ft.

These records consist of contract files relating to the establishment of health service management corporations in Philadelphia and northeastern Pennsylvania; Memphis, Tennessee; and New Haven, Connecticut. The objective of the corporations was to develop a mechanism for effecting changes in health care delivery systems at the community level by creating an autonomous group to assemble all major interest groups in the health sector, identify strengths and weaknesses, correct problems, and establish links to a health care network. Included are articles of incorporation, annual reports, correspondence, contract materials, final reports, financial reports, grant proposals, household surveys, minutes of Board meetings, news clippings, newsletters, proposals, studies, status reports, trip reports, and background files. The records relate to such subjects as continued funding, home health services, measuring the impact of change in a local health care delivery system, treatment programs, and improving emergency medical services.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: These records are copies of the corporations' administrative files, sent to the agency in response to their obligations for receiving Federal funding. They lack enduring historical research value.

WNRC Acc. No.: 514-78-0008 (Boxes 1-10)

National Center for Health Statistics.

3. Division of Health Resources. Utilization Statistics. Hospital Care Statistics Branch. Contract Files, 1974-77. 4 cu. ft.

These records relate to the California Health Facilities Hospital Care Component Contract. Included are progress reports, correspondence, business proposals, contract information, technical proposals and publications, quality control reports, and activity reports. The files are arranged by type of record and relate to such subjects as data systems and developmental activities in hospital care statistics.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records fulfill the administrative requirements of the contract. They lack enduring historical research value.

WNRC Acc. No.: 514-79-0007 (Boxes 1-4)

4. Division of Health Examination Statistics. Office of the Director. Correspondence, 1975-79. 2 cu. ft.

These records consist of copies of incoming and outgoing correspondence (reading files), weekly activity reports, program reviews, and project evaluations. The files are arranged by type of record, thereunder chronologically by date. They are routine in nature and relate to such subjects as meetings, requests for office supplies, arrangements for speakers, grants, report deadlines, project progress, and the financial status of projects.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records document routine administrative activities of the division. The files are carbon copies or multi-generational photocopies of original documents located elsewhere.

WNRC Acc. No.: 514-82-0003 (Boxes 1-2)

Office of Deputy Assistant Secretary for Health Planning and Evaluation.

✓ 5. Division of Data Policy. Expired Projects Files, 1976-93. 46 cu. ft.

These records consist of expired projects that were approved by the Office of Management and Budget (OMB), projects that were disapproved by PHS and OMB, and reporting burden reduction program subject files. The agency retained the files as required by the Federal Reports Act. The records are generally arranged by project number and cover the dates from 1976-84 and 1988-93. Project files contain such documents as status sheets, requests for agency and OMB approval, computer printouts, correspondence, permission slips for data collection surveys, memorandums, Federal Register notices, drafts, supporting statements for OMB review, survey outlines, and related attachments. The records relate to such subjects as smoking intervention in adolescents, lipid research clinics, hybridoma characterization, studies of families with multi-generational histories of alcoholism, characteristics of youth at risk for substance abuse, mandatory guidelines for Federal workplace drug testing programs, and inventories of mental health organizations and general hospital mental health services.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: These records document the administrative clearance or disapproval for proposed projects. They lack final reports or other substantive results to indicate the outcome of the studies.

WNRC Acc. No.: 514-84-0003 (Boxes 1-14); 514-86-0003 (Boxes 1-13); 514-94-0003 (Boxes 1-19)