

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
		JOB NO.	N1-90-88-3
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	2/23/88
1. FROM (Agency or establishment) DHHS/Public Health Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Assistant Secretary for Health		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION National Center for Health Services Research			
4. NAME OF PERSON WITH WHOM TO CONFER Linda Querec <i>Linda Querec</i> Public Health Service Records Officer	5. TELEPHONE EXT. 301-443-2055	DATE 12/29/88	ARCHIVIST OF THE UNITED STATES <i>Claudia Keeler</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 2/4/88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> George Deal	D. TITLE Records Officer, DHHS
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<u>National Medical Expenditure Survey</u> (See attached description)		

All changes to this proposed schedule have been approved by:

Cathie Smith NARA Appraiser¹¹ date 3/22/88

Linda Querec PHS Records Officer date 12/7/88

NATIONAL MEDICAL EXPENDITURE SURVEY

The National Medical Expenditure Survey (NMES) is a one-time survey being conducted by NCHSR. Its purpose is to produce aggregated data for statistical and health services research purposes reflecting analysis and evaluation of health care costs, and the accessibility, planning, organization, distribution, technology, utilization, quality, and financing of health services and systems. Data will be collected in a series of interviews with households and with staff of places providing long-term health care. Verification data will be collected from medical providers, employers, and providers of health insurance, and from Medicare records.

A. Source Documents

1. Survey questionnaires with information collected from individuals and organizations during actual surveys.

Authorized disposition: Destroy following verification that all data were correctly keyed into a machine-readable format.

2. Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questions are prepared.

Authorized disposition: Destroy two years after pretest is completed. Earlier destruction is authorized.

3. Survey ^{manuals, instructions, and other facilitative documents} ~~documentation, tables and reports~~ used to instruct the conduct of data collection.

Authorized disposition: Destroy two years after actual survey is completed.

B. Data-tape Files

1. Magnetic tapes ^{and related documentation} containing final, edited data from surveys (except names and other information that could identify survey participants).

Authorized disposition: Permanent. Offer tapes and related documentation to the National Archives one year after data collection, in accordance with 36 CFR 1228.

- 2. Magnetic data tapes containing names and other information that would identify survey participants.

Authorized disposition: Destroy 5 years after completion of all data collection. This retention period is needed to allow linking of data from secondary sources during the period of extensive analysis of data.

C. Survey Generated Documents.

generated in }
response to }

- 1. Survey ^{printouts and other materials} ~~documentation, tables and reports~~ subsequent to survey completion, and requests from Congress, the Executive Office, the Department or other Federal Agencies using information collected from individuals and organizations during actual survey.

Authorized disposition: Destroy ^{when 3 months old or when no} ~~2 years after survey completion.~~ longer needed. (GRS 14, item 1).

- 2. Working files, including printouts, tables, and reports, generated subsequent to survey completion and used in creation of published reports and surveys.

Authorized Disposition: Destroy 6 months after publication.

All changes to this proposed schedule have been discussed with Dr. Dan Walden, May 1988.



Daniel C. Walden
Daniel C. Walden, Ph.D.
Senior Research Manager

Deborah M. King 1/29/88
Deborah M. King
Records Officer, NCHSR