

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

Health Resources Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Jacquelyn L. Tolson

5. TEL EXT

443-2490

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED JUN 8 1976	JOB NO NC1 - 90-76-4
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
9-30-77 (Date)	<i>James B. Roads</i> Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

4/14/76

Date

Eugene J. Reed, Jr.
for Russell O. Hess

(Signature of Agency Representative)

Department Records Management

(Title) Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The record materials described in this Records Control Schedule were created by the Health Resources Administration (HRA) which provides leadership with respect to the identification, deployment, and utilization of manpower, educational, physical, financial, and organizational resources in the achievement of optimal health services for the people of the United States. It is comprised of the Office of the Administrator (OA), National Center for Health Statistics (NCHS), National Center for Health Services Research (NCHSR), Bureau of Health Manpower (BHM), and Bureau of Health Planning and Resources Development (BHPRD). There are separate sections for each classification of records, as follows:</p> <p><u>Part I Items (1 - 12)--Permanent Program and Administrative Records</u> describe file materials accumulated at Headquarters to comply with HRA policies. This schedule provides the time-table for which these records files are to be transferred to the Federal Records Center (FRC) for a specified period of time and then offered to the National Archives for permanent retention. The files are grouped according to function. In all cases, the official permanent program and administrative records will be maintained in the OA staff office responsible for that function.</p>		

Copies to Agency: NCW, ANB and NWR
Des 10/4/77 JTW

9/20/77. All changes with (284 items)

115-106

approval of J. Tolson RPL

RECORDS CONTROL SCHEDULE
FOR COMPONENTS WITHIN THE
HEALTH RESOURCES ADMINISTRATION

- * Office of the Administrator
- * Bureau of Health Manpower
- * Bureau of Health Planning
Research and Development
- * National Center for Health
Statistics
- * National Center for Health
Services Research

PREPARED BY:

Division of Management Policy
Parklawn Building, Room 9A-07

APRIL 1976

RECORDS CONTROL SCHEDULE

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	<p><u>Part II (A) Items (13 through 22) -- Non-Permanent Administrative Records</u> describes and provides for the disposition of file materials accumulated at Headquarters to comply with HRA policies. Only those administrative files not common to several or all Federal agencies such as civilian personnel, fiscal, accounting, etc., and which are not provided for in the General Services Administration's "General Records Schedules," (Appendix A, of the DHEW Records Management Manual) are listed here.</p> <p><u>Part II(B) Items (23-29) -- Non-Permanent Program Records Pertaining to Contracts, Grants, Loans and Scholarships</u> describes and provides for the distribution of Federal money through grants, loans guarantees, scholarships, interest payments, and other similar type programs for various health professions.</p> <p><u>Part II(C) Items (30-37) -- Other Non-Permanent Program Records</u> describes and provides detailed correspondence relating to program administration; opportunities for health resources; survey and statistical data; and material on legislative, scientific, extramural and international affairs of HRA.</p> <p><u>Part II(D) Items (38-47) -- Non-Record Materials</u> covers materials retained in the records units for convenience of offices and individuals. Included are materials such as: Executive Orders, manuals, circulars, guidelines and other publications for reference.</p> <p><u>Part I -- PERMANENT PROGRAM AND ADMINISTRATIVE RECORDS ITEMS (1-12)</u></p> <p>This section provides for the scheduling of permanent HRA program and administrative records which describe the preparation and issuance of policy, procedural and organizational documents. Program informational documents included are related to communications, congressional legislation, program planning and development, health surveys, committee and international participation, and training programs. The permanent administrative records are comprised of file materials on administrative operations, such as general services, procurement, contract and budget activities.</p>		

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1.	<p><u>ORGANIZATIONAL PLANNING AND DEVELOPMENT</u></p> <p>a. <u>Authority, Organization and Functions</u></p> <p>Formal documents which affect the authority, organization, and functions of HRA. These records establish, or substantively change, the organization functions and/or relationships of HRA components. Included are copies of proposed and approved organization function and mission statements, staffing plans, organizational charts, and codes. Records copies are retained by the OA. Each major HRA component has duplicate copies in addition to original internal supporting documents written during the development phases of their organization and function proposals.</p> <p><u>Disposition:</u></p> <p>(1) <u>Permanent</u>. OA - Transfer a complete official set of agency's organization statements, charts, and codes to the FRC when superseded or obsolete and offer to the National Archives 25 years thereafter.</p> <p>(2) <u>HRA major components</u> forward to OA all original supporting documents pertaining to Bureau/Center organizations to be included in the official record package. Destroy reference copies 5 years after superseded or obsolete. Earlier disposal is authorized when no longer needed for administrative purposes.</p> <p>b. <u>HRA Issuance Management</u></p> <p>Files consist of manuals, directives, and other formal policy and procedural issuances prepared and published by HRA and major components. Included are Bureau/Center issuances, a publication which introduces establishment of a HRA General Circular Series, and HRA supplements to the PHS and Department Staff Manual Chapters, and Circulars and Guides.</p>		

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7	<p><u>Disposition: Permanent.</u> Office Responsible for Preparation of the Issuances - Transfer to the FRC when superseded or discontinued. Offer to National Archives 10 years thereafter.</p> <p><u>Other Offices</u> - Destroy 1 year after the issuance is superseded, discontinued, or no longer needed for reference, whichever is first.</p> <p>1. <u>Issuance Background</u></p> <p>Files accumulated in the preparation, clearance, publication, and/or interpretation of manuals, directives, handbooks, and other formal policy and procedural issuances. Included are clearance comments, recommendations, and similar records which provide a basis for publication or contribution to the contents of issuances.</p> <p><u>Disposition: Non-Permanent.</u> Preparing office-destroy when 2 years old unless needed longer for administrative purposes.</p> <p><u>Other Offices</u> - Destroy after 1 year.</p> <p>2. <u>Distribution Control Files</u></p> <p>Files contain mailing lists/keys and similar documents which govern the distribution of HRA, PHS, and DHEW staff manuals, supplements, circulars, and other printed materials, publications, and issuances to HRA components.</p> <p><u>Disposition: Non-Permanent.</u> All offices destroy when obsolete, but within 2 years.</p>		
2.	<p><u>COMMUNICATIONS AND PUBLIC AFFAIRS</u></p> <p>a. <u>Communications Program Files</u></p> <p>These files consist of public affairs policies and procedures which document the development of public affairs activities within the HRA staff and Bureaus and Centers.</p>		

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	<p><u>Disposition: Permanent.</u> Office of Record retain one complete set of formal information publications, such as press releases, press conference transcripts, and official speeches. Offer to the National Archives 5 years thereafter.</p> <p>b. <u>Communications Reorganization</u></p> <p>Successor Agency files which involve both reorganization of HSMHA generally and the Public Affairs offices specifically.</p> <p><u>Disposition: Permanent.</u> Office of Record consolidate with transitory correspondence files 1973 - 1974 and other surviving reorganization files and transfer to the FRC when no longer needed for administrative purposes. Offer to the National Archives 5 years thereafter.</p> <p>c. <u>Communications Conventions and Exhibits</u></p> <p>Includes exhibits, graphic designs, publications and other materials documenting the production and execution of HRA graphic presentations or displays at conventions, conferences, or other special showings. Also included are correspondence, drawings, planning documents, photographs of completed exhibits, and related materials.</p> <p><u>Disposition: Permanent.</u> Transfer significant artwork to an HRA Exhibits Production Official Record Set. Retain in current files areas for 5 years, then offer to the National Archives. All other files and exhibit materials: Retain for 5 years after presentation, then destroy. Earlier disposal is authorized, if necessary.</p> <p>d. <u>Publications</u></p> <p>1. <u>Public Health Reports</u></p> <p>a. <u>Public Health Reports Manuscript Files</u></p> <p>Consists of original manuscripts for review by PHS staff and "referees" or outside reviewers, correspondence with the author and referees, all editing and revisions of</p>		<p><i>destroy when materials have no further value for exhibit purposes.</i></p> <p><i>NOTE: Exhibits which have highly significant historical value should be offered to NARS for appraisal.</i></p>

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	<p>manuscript, and final copy sent to the printer. If manuscript is rejected notation of rejection is shown on outside of control jacket cover.</p> <p><u>Disposition: Non-Permanent.</u> Retain in active pending file until manuscript is accepted and sent to printer. If formally rejected, place in inactive file and destroy 2 years from that date.</p> <p>b. <u>Public Health Reports Control</u></p> <p>Includes card indexes on all authors who contribute manuscripts to the <u>Public Health Report</u>, manuscript control record log, and master mainline keys on the various mailings made of the Reports, such as complimentary, paid, exchange, and special student listing.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when obsolete or no longer needed for reference or contact purposes.</p> <p>2. <u>Historical and Scientific Health Journals</u></p> <p>This technical and scientific journal is published by the Office of Communications, HRA (the Office of Record). Files include records of format changes, journal and changes in frequency of publication. The Office of Communications does not have a complete record set of this journal (continually in publication since 1878), but does have a comprehensive set dating back to 1957, as well as some earlier volumes.</p> <p><u>Disposition: Permanent.</u> Record set to be identified and designated as PERMANENT by the Office of Communications. Offer to the National Archives when 10 years old.</p> <p>3. <u>Vital and Health Statistics</u></p> <p>a. <u>Publications of the Vital and Health Statistics</u> Series pertaining to programs and collection procedures, data evaluation and methods research, documents and committee reports, as well as any series created to document the rationale, scope, or procedures</p>		

Request for Records Disposition Authority - Continuation

JOB NO

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7-A

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2-A.	<p><u>AUDIOVISUAL RECORDS</u></p> <p>a. Motion picture films used for public information and education purposes... consisting of the original negative or color original plus optical sound track, an intermediate master positive or duplicate negative plus optical sound track and a sound projection print of each film.</p> <p>PERMANENT. Offer to NARS when no longer needed for administrative use or when five years old.</p> <p>b. Film production files... which include production contracts, scripts, transcripts, and other documentation bearing on the origin, acquisition, release, and ownership of the productions identified in (a) above.</p> <p>PERMANENT. Offer to NARS with the productions to which they relate.</p> <p>c. Sound recordings used for public information purposes... consisting of the master tape, matrix or stamp-er, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audiotape recording.</p> <p>PERMANENT. Offer to NARS when no longer needed for administrative use or when five years old.</p> <p>Estimated annual accumulations: a and b: less than one cubic foot; c: .5 cubic ft.</p>		

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	<p>of NCHS programs. Included are Series 1, 2, and 4, and other selected series containing the aforementioned values.</p> <p><u>Disposition</u></p> <ol style="list-style-type: none">1. <u>Record set</u>: <u>PERMANENT</u>. Office of Primary Responsibility place one copy of each publication in an inactive file. After 5 years offer inactive file to National Archives.2. <u>Other copies</u>: Transfer 2 copies to PHS Library; destroy others when no longer needed for reference. <p>b. <u>Publications of the Vital and Health Statistics Series</u> pertaining to analytical studies or the results of specific surveys not covered in A.</p> <p><u>Disposition</u></p> <ol style="list-style-type: none">1. Transfer 2 copies to the PHS Library.2. <u>Other copies</u>: Destroy when no longer needed for reference. <p>c. <u>Vital Statistics of the United States</u></p> <p>Annually published official statistics of births, deaths, fetal deaths, marriages and divorces.</p> <p><u>Disposition</u></p> <ol style="list-style-type: none">1. Annual volumes: Transfer 2 copies to PHS Library.2. <u>Monthly Vital Statistics Reports</u>, and its supplements: Destroy when 5 years old, or when no longer needed for reference, whichever is earlier. <p>d. <u>Special Publications</u></p> <p>Publications which define centerwide policies and objectives, or relate <u>directly</u> to statistical functions for which NCHS is responsible by statute or delegation. Included are the NCHS Staff Manual; the Mission and Policy of NCHS; Annual Activities Report of the NCHS; Health, United States;</p>		

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	<p>selected health resources, manpower and facilities publications, and other special one-time reports.</p> <p><u>Disposition:</u> <u>Permanent.</u> <u>Office of Record:</u> Place one copy of each publication in an inactive file. After 5 years offer inactive file to National Archives.</p> <p>3. <u>DELEGATION OF AUTHORITY</u></p> <p>a. <u>Administrative/Financial and Program Delegations of Authority</u></p> <p>These files contain formal documents that define policy and criteria governing the delegations of authority. The administrative delegations of authority include annual leave, procurement, printing, travel, etc. The program delegations of authority are unique to HRA programs and include procedures for delegating authority, (i.e., format and content of delegations), transmittal of delegations, procedural instructions, delegation code sheets, multi-delegatee delegations, revised and cancelled delegations.</p> <p>1. <u>Disposition:</u> <u>Permanent.</u> <i>Program delegations.</i></p> <p><u>Office of Record:</u> Transfer to the FRC when administrative value ends. Offer to the National Archives 10 years thereafter.</p> <p>2. <i>Disposition: Administrative delegations. Destroy when no longer needed for administrative purposes, which was earlier.</i></p> <p>Other Offices with duplicate copies - Destroy 1 year after authority is redelegated unless needed for administrative purposes.</p> <p>4. <u>HRA REGULATIONS</u></p> <p>a. Files consist of records which establish policies and procedures pertaining to developing and processing HRA Regulations. All Agency regulations (those pending or published in final form) are included in addition to the format for developing and processing General Notices, Notices of Proposed Rule Making, and Final Regulations for publication in the <u>Federal Register.</u></p>		

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5.	<p><u>Disposition:</u> Permanent HRA Component Initiating the Regulations - Transfer All official documents for each regulation, in addition to the final regulation, to the FRC when no longer needed for administrative purposes. Offer to the National Archives 10 years thereafter. <i>Transfer to FRC when 5 years old; destroy when 10 years old.</i></p> <p>Other Offices - Destroy 1 year after regulation(s) becomes obsolete or superseded.</p> <p><u>BUDGETS, GRANTS, CONTRACTS AND PROCUREMENT MANAGEMENT</u></p> <p>a. <u>Contracts and Procurement Policies and Procedures</u></p> <p>Documents the development and implementation of policy and procedural changes which impact on the grants, contracts, and procurement activities of HRA and its Bureaus and Centers. Includes proposed Manual chapter changes and HRA responses.</p> <p><i>Disposition:</i> Permanent. Since current headings now include some office administrative files, these should be separated from the basic policies and procedures files. Retain policy and procedures files as Permanent. Transfer to the FRC when obsolete or superseded. Offer to the National Archives 15 years thereafter.</p> <p><i>Office administrative files. Destroy when no longer needed for administrative purposes.</i></p> <p>b. <u>Budget Estimates and Justifications</u></p> <p>Budget estimates, justification statements, appropriation language sheet, narrative statements, related schedules and data, as well as correspondence reflecting policy decisions, <u>for budget records prepared in NCHS through FY 1973.</u> For FY 1974 and later years the Office of Record is the Health Resources Administration.</p> <p><u>Disposition:</u> Permanent. Office of Primary Responsibility: Transfer to FRC when 5 years old. Offer to National Archives when 20 years old. <i>Destroy when 15 years old.</i></p> <p><u>All Offices:</u> <u>Non-Permanent</u>. Records for FY 1974 and later years to be destroyed 5 years after FY involved.</p>		

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	<p style="text-align: right;"><i>and Contracts</i></p> <p>c. <u>Final Reports on Grant Programs</u></p> <p>Reports are not required or furnished on all grants and contracts. They are usually required on grants and contracts having historical or research value. Final reports contain information such as authority, background, problems, discussions, findings, conclusions, progress reports, and recommendations.</p> <p><u>Disposition: Permanent.</u></p> <p>(1) <u>Office of Records:</u> Retain permanently a sample of significant grants and contracts (those having historical and research value) to be selected by Division of Grants and Procurement Management, OA (Office of Record) and not to exceed 1% of all grants and contracts in a given year. Offer to the National Archives 15 years after final payment or after audit, whichever is sooner.</p> <p>(2) Except for records covered in (1) above, destroy 5 years after final payment to grantee or after audit, whichever is sooner.</p>		
6.	<p>d. <u>Final Records of Grants <i>and Contracts</i></u></p> <p>These include, but are not limited to, final published technical reports, textbooks, and audio-visual items such as films, slides or tapes.</p> <p><i>Retain or destroy final records in ac-</i> Disposition: Permanent. Offer to National Archives when 15 years old. Cardance with disposition of <i>records in 5-C-(1) and 5-C-(2) to which</i> <u>DOCUMENTATION ON CONGRESSIONAL LEGISLATION</u> <i>they pertain.</i></p> <p>a. <u>HRA Legislative History</u></p> <p>Individual case histories describing the administration of all HRA legislative interpretations, requests for Agency representation at scheduled Congressional hearings, final copies of prepared opening statements and testimonies given before Congressional committee hearings, written comments on Agency-related bills, compilations of historical summaries of laws applicable to the Agency's mission and functions, legislation establishing or amending</p>		

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	<p>Agency programs, copies of all Agency-related bills and reports, including all final bills as approved by the President, back-up files and related materials from the Department, OMB, and both Houses of Congress.</p> <p>Disposition: <u>Permanent</u>. Division of Legislation (Office of Record) close-out files (COF) at the end of each calendar year (CY). Retain all documents in active files area until no longer needed for administrative purposes then transfer historical files to the FRC. Offer to National Archives when 15 years old.</p> <p>Other Offices: Destroy when no longer needed for reference and/or distribution.</p> <p>b. <u>HRA Legislative Proposals</u></p> <p>Individual case files which include back-up documents from all HRA components, essential working documents, and final legislative proposal from HRA (with any modifications), PHS, the Department, or OMB.</p> <p>Disposition: <u>Permanent</u>.</p> <p>Office of Record: Retain for reference and working purposes. When administrative value ends, combine as part of HRA Legislative History Files and transfer to the FRC. Offer to National Archives when 10 years old.</p> <p>Proposals not enacted: Transfer files to FRC 3 years after each Congressional session ends and destroy when 8 years old.</p> <p>Other Offices: Destroy when no longer needed for reference and/or distribution.</p> <p>c. <u>Bills: Requests for Comments</u></p> <p>Individual case files consist of requests from the Congress to comment on Proposed legislation impacting on the program of HRA, and final comments (if Department/OMB clearance has been received).</p> <p>Disposition: <u>Permanent</u>.</p> <p>Office of Records: COF at end of CY and retain in active files area. Comments on bills enacted become a part of the HRA Legislative History Files (dispose of as stated above).</p>		

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	<p>All Others: COF end of Cong. Session. Destroy when no longer needed for reference.</p> <p>d. <u>Legislative Reports</u></p> <p>Files consist of periodic, statutorily-required reports to Congress, intermittent reports, and the finalized record copy of reports transmitted to the Secretary, with pertinent supporting documentation.</p> <p>Disposition: Permanent. COF yearly. Retain in active files area until succeeding report is transmitted to the Congress or for 1 year, whichever is later, then place in inactive file (PIF). Transfer to the FRC when 10 years old or earlier if storage becomes a problem. Offer to the National Archives when 15 years old.</p> <p>e. <u>Program Legislative Planning/Implementation</u></p> <p>Files contain plans and other documents, including written opinions from Office of the General Counsel (OGC), relating to the implementation of specific Public Laws that concern HRA programs both at Headquarters and in the Regional Offices. The files contain separate folders for each major component (Centers/Bureaus) and records accumulated in drafting or commenting on proposed legislation for each Bureau/Center.</p> <p>Disposition: Permanent. Transfer to the FRC when no longer needed for current operations. Offer to the National Archives 5 years thereafter.</p> <p>f. <u>Health Care Facilities Legislation</u></p> <p>Records on legislation relating to the construction and/or modernization of health care facilities.</p> <p>Disposition: Permanent. Retain as long as legislation applies. Transfer to the FRC when superseded. Offer to the National Archives 10 years thereafter.</p>		
7.	<p><i>(Handwritten Disposition: Transfer to FRC when 5 years old; Destroy when 10 years old.)</i></p> <p><u>PROGRAM PLANNING, DEVELOPMENT AND IMPLEMENTATION</u></p> <p>a. <u>HRA Five-Year Forward Plan</u></p> <p>Files contain guidelines, procedures, and definitions of issues necessary to develop the HRA Forward Plan by fiscal year. The Plan provides for major</p>		<p><i>Other offices: des. from when no longer needed for reference.</i></p>

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	<p>strategies and specific programmatic activities to be undertaken by major HRA components. These strategies suggest the priorities and directions for the resources planning and development process of HRA. Draft papers and the final HRA Forward Plan are maintained by the Fiscal year.</p> <p><u>Disposition: Permanent.</u></p> <p><u>Office of Record:</u> Cut off at end of FY and retain in active files for 2 years thereafter. Transfer one record copy of each Forward Plan, with applicable Regional Office Work Plan, to the FRC when no longer needed for administrative functions. Offer to National Archives 15 years thereafter.</p> <p><u>Other Offices</u> - Destroy when obsolete or no longer needed for reference or working purposes.</p> <p>b. <u>Regional Office Work Plans and Guidance</u></p> <p>Work plans (based on HRA Forward Plan) on regionalized basis, maintained as a subpart to the HRA Forward Plan activities. Include correspondence with Regional Offices, ORO/PHS, and other HRA and H components regarding developing the Regional Office Work Plan, as well as modifications and other input from Regional Offices.</p> <p><u>Disposition:</u> Same as above.</p> <p>c. <u>Operational Planning System (OPS)</u></p> <p>Files document the inception, scope, and accomplishment of individual study and survey projects involving HRA's organizational structure, operating procedures, and management practices. Included are records reflecting the request or authorization to undertake the survey, survey plans, final reports, and follow-up reports on actions taken.</p> <p><u>Disposition: Permanent.</u> Transfer to the FRC when administrative value ends and offer to National Archives <i>7 years old, Destroy when 15 years old.</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>d. <u>HRA Evaluation Plan</u></p> <p>Files include a completed HRA Evaluation Plan by fiscal year, beginning with 1974 (the first year for which a formal Evaluation Plan was developed for HRA), along with background materials and working documents from each Bureau and Center; also included are consolidated Plans for HRA and PHS.</p> <p><u>Disposition: Permanent.</u> Division of Evaluation - Retain current Plan in active files until completion of subsequent year plan at the HRA level; then retain in inactive files for one year; then transfer to the FRC. Offer to the National Archives 10 years after receipt in the FRC.</p> <p><i>Background materials will be destroyed when no longer needed for administrative purposes.</i></p> <p><u>Other Offices:</u> Destroy when no longer needed for reference.</p> <p>e. <u>Agency Accomplishment Reports</u></p> <p>These records include Agency Assessment Reports, Agency Development Plans, and Status Reports which are used to monitor Agency progress.</p> <p><u>Disposition: Permanent.</u> Transfer to FRC when no longer needed for day-to-day activities. Offer to Archives 15 years thereafter.</p>		
8.	<p><u>COMMITTEE PARTICIPATION AND COORDINATION</u></p> <p>a. <u>HRA Committee/Council Meetings (Division Level and above)</u></p> <p><i>Arranged</i> Individual files on Councils and Committees, arranged <i>including the HRA Board.</i> alphabetically by agency/program/committee. Includes official charters, memberships, modifications, pending actions, and schedules of meetings for HRA and HSA councils and committees, and related correspondence retains record copies.</p> <p><u>Disposition: Permanent.</u></p> <p><u>Office of Record:</u> Maintain in active files until Council or Committee is abolished, terminated, or transferred. Retire to FRC every 3 years or sooner if volume requires. Offer to National Archives when 8 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Other Offices</u> - Destroy when no longer needed for reference.</p> <p>b. <u>National/International Conferences</u></p> <p>One record copy of agenda's minutes (in some cases verbatim transcripts), and supporting papers of staff meetings and of national and international conferences in which HRA participated with other governmental and/or non-governmental groups. Includes all resolutions and final reports. OA retains record copy.</p> <p><u>Disposition: Permanent.</u></p> <p><u>Office of Record:</u> Transfer to the FRC when administrative value ends. Offer to the National Archives when 20 years old.</p> <p>c. <u>United States National Committee on Vital and Health Statistics.</u></p> <p>This statutory committee's responsibilities include policy and planning for the collection and use of statistics on births, deaths, marriages, and divorces, and recommendations concerning types of statistics gathered to meet current needs and interests. Included are meeting agendas, minutes, reports, charters, lists of committee members, and similar records of committees and technical consultative panels.</p> <p><u>Disposition: Permanent:</u></p> <p><u>Office of Records:</u> Transfer to FRC when 5 years old. Offer to National Archives 25 years thereafter.</p> <p><u>Other Offices:</u> Destroy when 5 years old.</p> <p>d. <u>Cooperative Health Statistics Advisory Committee (CHSAC)</u></p> <p>This provides guidance on establishing State centers for health statistics, coordinates national efforts to establish uniform standards of statistical reporting, revising vital registration certificates, and outlining contract and grant policies for these purposes. Records of CHSAC and the Public Health Conference on Records and Statistics Standing Committee, the predecessor committee, include meeting agendas, minutes, reports lists of committee</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>members, and related materials pertaining to committees and technical consultative panels.</p> <p><u>Disposition:</u> <u>Permanent.</u></p> <p><u>Office of Record:</u> Transfer to FRC when 5 years old. Offer to National Archives when 25 years old.</p> <p><u>Other Offices:</u> Destroy when 3 years old.</p>		
9.	<p><u>INTERNATIONAL ASSISTANCE PROGRAM</u></p> <p>a. <u>International Statistical Projects</u></p> <p>Projects undertaken by NCHS in accordance with Public Law 480, which provides for foreign assistance through use of excess currency funds in foreign countries. Included are site visit reports, project review reports, fiscal reports, correspondence, and other documentation related to specific projects.</p> <p><u>Disposition:</u> <u>Permanent.</u> <i>Hold for 3 years; transfer to FRC and destroy when 8 years old.</i></p> <p><u>Office of Record:</u> Transfer to FRC 2 years after termination of project. Offer to National Archives when 12 years old. Destroy 12 years after termination of project. <i>Transfer to FRC 2 years after termination of project. Offer to National Archives when 12 years old. Destroy 12 years after termination of project.</i></p> <p>b. <u>Public Law 480 Agreements and Amendments</u></p> <p>Original agreements and amendments with related correspondence concerning NCHS participation in the P.L. 480 foreign assistance program.</p> <p><u>Disposition:</u> <u>Permanent.</u> <i>Hold for 3 years; transfer to FRC and destroy when 8 years old.</i></p> <p><u>Office of Record:</u> Original agreements, amendments, and correspondence relating <u>directly</u> to policies and plans of NCHS international statistics program. Transfer to FRC 3 years after termination of agreement. Offer to National Archives when 10 years old. <i>Transfer to FRC 3 years after termination of agreement. Offer to National Archives when 10 years old. Destroy 7 years after termination of agreement.</i></p> <p><u>Other Offices:</u> Destroy when 3 years old, or when no longer needed for reference. <i>Destroy 7 years after termination of agreement.</i></p>		
10.	<p><u>HEALTH EXAMINATION SURVEY</u></p> <p>a. <u>Survey Questionnaires</u></p> <p>One copy of each questionnaire, for all surveys, with</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>data showing inception and scope of the questionnaire, the program or administrative purposes of the questionnaire, and the related procedures instituted, revised, superseded, or cancelled.</p> <p><u>Disposition: Permanent.</u></p> <p><u>Office of Record:</u> Transfer to FRC 5 years after date of last action. Offer to National Archives when 20 years old.</p> <p>b. <u>Survey Statistical Analyses</u></p> <p><u>Surveys Statistics Master Tapes.</u></p> <p>Data collected from NCHS surveys and used as the master tape (unit record) of basic source data for statistical analysis of survey results.</p> <p><u>Disposition: Permanent.</u></p> <p><u>Office of Record:</u> Offer copy of master tape to National Archives immediately after preparation.</p> <p>c. <u>Survey Operations and Planning</u></p> <p>Studies, reports correspondence, and other documentation relating to policy, planning and achievement of NCHS survey objectives, conduct and design of surveys, methodology, analysis of data, and the vital registration system.</p> <p><u>Disposition: Permanent.</u></p> <p><u>Office of Record:</u> Transfer to FRC when 10 years old and offer to National Archives when 15 years old.</p> <p><u>Other Offices:</u> Destroy when 5 years old, or when no longer needed for reference, whichever is earlier.</p> <p>d. <u>Automated Data Processing of Survey Statistics</u> <u>(Magnetic Tape Transaction)</u></p> <p>1. <u>ADP Planning and Program Management</u></p> <p>Documentation reflecting development and management of NCHS ADP resources and requirements, including records relating to overall objectives, plans</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>and concepts governing management and utilization of ADP within NCHS. Included are master plans, feasibility studies with associated charts and diagrams.</p> <p><u>Disposition:</u> Permanent.</p> <p><u>Office of Record:</u> Offer to National Archives ^{electronic} 3 years after total redesign or discontinuance of system; ^{earlier disposal is authorized.}</p> <p>2. <u>Magnetic Tapes Without Personal Identifiers.</u></p> <p>Contains edited data compiled from each NCHS Survey and the Vital Statistics System. Included are sample, subsample and random sample data with or without weighting factors.</p> <p><u>Disposition:</u> <u>Permanent.</u></p> <p><u>Office of Record:</u> Offer copy of master tape to the National Archives immediately after preparation.</p> <p>3. <u>ADP Summary Data Files.</u></p> <p>Magnetic tape containing edited aggregates of individual observations from annual data or master data files that are disaggregates of published data. These tapes are substantially unpublished and include tapes containing data without personal identifiers.</p> <p><u>Disposition:</u> <u>Permanent.</u></p> <p><u>Office of Record:</u> Offer copy of master tape to National Archives immediately after preparation.</p> <p>e. <u>Automated Data Processing Systems Development and Assessment</u></p> <p>Correspondence, reports, studies, systems proposals, and other documents concerning the study, selection, adoption, use, and integration of ADP systems in NCHS operations.</p> <p><u>Disposition:</u> Permanent.</p> <p><u>Office of Record:</u> Approved System (Implemented System). Transfer to FRC after complete redesign or termination</p> <p><i>electronic 3 yrs.</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>of the system; Offer to National Archives 5 years thereafter <i>earlier disposal is authorized.</i></p> <p><u>Disapproved System:</u> Destroy when 5 years old.</p> <p><u>Other Offices:</u> Destroy 1 year after disapproval, or complete redesignation or termination of the system.</p> <p>11. <u>TRAINING PROGRAMS AND RELATED MATERIALS</u></p> <p>a. <u>ASTI and JPTP Training Plans and Course Materials.</u></p> <p>Record copy of each course manual, course outline, curricula, as well as charts, graphs, and other instructional materials. Included are materials prepared for training foreign, State and local statisticians through the Applied Statistics Training Institute (ASTI), the NCHS Junior Professional Training Program, and other statisticians employed with DHEW.</p> <p><u>Disposition:</u> <u>Permanent:</u></p> <p><u>Office of Record:</u> Plans and Course Materials for Health Statisticians: Transfer to FRC when 5 years old; Offer to National Archives when 10 years old.</p> <p><i>and materials;</i></p> <p><u>Other Offices:</u> Destroy 5 years after superseded or discontinuance, or when administrative purpose is served; whichever is earlier.</p>		
12.	<p><u>LABOR MANAGEMENT RELATIONS</u></p> <p>a. <u>Union Records for Employees</u></p> <p>Documents pertaining to unions which represent NCHS <i>NCHS</i> employees, including union recognition documents, the union constitution, and related correspondence.</p> <p>For most records, HEW is Office of Record. For NCHS facility in North Carolina, NCHS is Office of Record.</p> <p><u>Disposition:</u> <u>Permanent.</u></p> <p><u>Office of Record:</u> Transfer to FRC 1 year after expiration. Offer to National Archives 10 years thereafter.</p> <p><i>Destroy</i></p>	<p><i>HERA</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
13.	<p><u>Non-Permanent.</u> Reference copies of other union records. Destroy 3 years after expiration. Earlier disposal is authorized.</p> <p style="text-align: center;">PART IIA--NON-PERMANENT <u>ADMINISTRATIVE RECORDS</u> (Items 13-22)</p> <p><u>COMMUNICATION AND PUBLIC AFFAIRS</u></p> <p>a. <u>Communication Potential Bidders</u></p> <p>Includes pertinent information on each potential contractor, including specialties and areas of expertise.</p> <p><u>Disposition:</u> <u>Non-Permanent</u> Screen periodically and destroy when obsolete or inactive.</p> <p>b. <u>Publication card Index for Public Inquiry</u></p> <p>1. Publications Card Index - Card files of HRA publications by number and title for reference and inquiry response purposes. Constantly updated.</p> <p>2. Publications Distribution Files - Copies of correspondence relating to general inquiries and requests for HRA publications. (Current, available HRA publications, and other related brochures and publications are maintained as ready reference and for distribution.)</p> <p><u>Disposition:</u> <u>Non-Permanent.</u> Destroy when 3 months old.</p> <p>c. <u>HRA Publications Clearance</u></p> <p>Files which document official clearance of proposed Agency publications. Included are:</p> <p>(1) HRA Brochures and publications clearance files.</p> <p>(2) HRA administrative publications, speeches, news releases, and audio-visual exhibits clearance files. Publicity and audio-visual clearance files include articles, exhibits, press releases,</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
14.	<p>speeches, and working papers with back-up materials.</p> <p><u>Disposition: Non-Permanent.</u> Cut off at end of each year. Place in inactive files for three years, then transfer to FRC. Destroy when 10 years old.</p> <p>d. <u>Publications and Printing of Publications</u></p> <p>Copies of publications, galley proofs, photographs, drawings, maps, charts, typescripts, printing requests, camera copies, negatives, and related materials used in preparing publications for printing.</p> <p><u>Disposition: Non-Permanent:</u> Destroy upon printing and distribution of the publication, EXCEPT that those documents which have continuing value for use in later revisions, related publications, or reuse in the event of reprinting will be destroyed when obsolete.</p> <p><u>EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEO)</u></p> <p>a. <u>EEO Policies and Procedures</u></p> <p>These files document EEO regulations and are organized by major program thrust. Specific and general information include files on the following:</p> <ol style="list-style-type: none">(1) EEO planning and coordination(2) Federal Women's Program(3) EEO education and training(4) 16-Point Spanish-Speaking Program(5) Research, evaluation, and planning documents, computerized data on skills activities, and forward planning. <p><u>Disposition: Non-Permanent.</u> Destroy when 3 years old or sooner if obsolete.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>Affirmative Action Plan (AAP)</u></p> <p>Files contain guidelines and procedures issued by CSC for developing the agency AAP. This plan is responsive to the overall needs of HRA and requires action by subordinate organizational units to assure equal employment opportunity for those employed or seeking employment within HRA. Included are working papers and comments submitted by HRA components at all levels. AAP's are updated every fiscal year and assessment reports written which describe action items achieved or not achieved for the previous FY.</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record: Retain AAP, assessment reports, and all supporting documents in active file for 2 years or until no longer needed for reference. Destroy when 5 years old. Use GRS 1 #26h.</u></p> <p><u>Other Offices</u> _ Destroy when no longer needed for reference.</p> <p>c. <u>Education and Training</u></p> <p>Includes basic procedures, policies, and restrictions on conduct of EEO activities and those materials which were developed for EEO training.</p> <p><u>Disposition: Non-Permanent.</u> Retain in active files area until no longer needed or obsolete then destroy.</p> <p>d. <u>EEO Case Documentation</u></p> <p>Consist of case files with all applicable documentation of basic complaints and all subsequent depositions, affidavits, and other supporting documentation which may terminate at the (1) informal level, (2) the formal agency level, (3) the formal departmental level, (4) or resolution by court hearing for cases which go beyond agency level. Only records of resolution are returned for inclusion in agency file.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15.	<p><u>Disposition: Non-Permanent.</u> Maintain in secure location until final resolution is effected. Transfer to the FRC 3 years after final resolution and destroy 10 years thereafter (for cases resolved at agency level). <i>Use GRS # 26-a</i></p> <p>e. <u>Program Activity Reports</u></p> <p>Files consist of periodic recurring reports required by PHS, DHEW, and CSC for EEO activities. Some examples include monthly Pre-Complaint Counseling Reports, reports reflecting status of minority groups, changes in the minority data files, quarterly time cost analysis, EEO Management Audit Reports, and other similar in content.</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record:</u> Destroy 5 years after consolidating data from Bureaus/Centers for each report. <i>Use GRS # 26g.</i></p> <p><u>Other Offices</u> - Destroy 3 years after reports are submitted to OA or sooner if not needed for reference purposes.</p> <p><u>ACCOUNTING, FINANCIAL AND ADMINISTRATIVE MANAGEMENT PROGRAM</u></p> <p>a. <u>Financial Management Operations</u></p> <p>Financial Management Program operating files which document day-to-day activities but are not related to the fiscal or budget process per se.</p> <p><u>Disposition: Non-Permanent.</u> COF end of fiscal year; retain in inactive files for 2 years then destroy.</p> <p>1. <u>Consolidation and Disposition of Finance Records</u></p> <p>Records Management Standards and Retention/Disposition Recommendations for all financial management records not otherwise covered in the General Records Schedule. These retention standards were developed under HSMHA and have been carried forward by accounting and fiscal officers of the resulting reorganized agencies.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Disposition: Non-Permanent.</u> These standards should be reviewed at the H level to compensate for any changes in GAO requirements, etc., during the period 1972-1973.</p> <p>b. <u>Budget Formulation and Execution</u></p> <p>Records documenting the development and execution of the HRA budget including input from all staff, bureau, and center components. Records the consolidation, at each level, up to and including the official HEW submission to OMB and subsequently to the Congress. Since this process is a continuous 3-year effort, documents must go through three years minimum as to formulation, executive, and obligating documents.</p> <p><u>Disposition: Non-Permanent.</u> Destroy 4 years after the beginning of the year for which current budget efforts are expended.</p> <p>c. <u>Hill-Burton Guaranteed and Direct Loan Accounting Files</u></p> <p>Files cover review of loan programs for potential default provisions.</p> <p><u>Disposition: Non-Permanent.</u> Cut off when review of individual loan is completed; cut off completed files at end of fiscal year; destroy 3 years from date of cut off.</p> <p>d. <u>Prospective Minority Contractors</u></p> <p>Statutorily required file, organized by contractor's name which includes comments and brochures on contractor's specialties and capabilities.</p> <p><u>Disposition: Non-Permanent.</u> Retain in reference files area until individual contractors are considered as non-potential bidders. Destroy 1 year thereafter.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>e. <u>Negotiated Contracts and Interagency Agreements</u></p> <p>Contracts and related attachments pertaining to developing uniform national health statistics reporting methods. NCHS maintains reference copies of contracts and related materials for administrative purposes.</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record:</u> Destroy 3 years after termination of contract. Earlier disposal is authorized.</p> <p>f. <u>Fiscal Commitment Register</u></p> <p>Documents obligations from 7/1 thru 6/30 of each fiscal year, for the Office of the Administrator funds, obligated according to specific object classes. For example: local travel, travel orders, travel and transportation, training, printing requisitions, contracts (non-financial assistance), personnel compensation, formal personnel benefits, rental charges, etc. Now maintained in HSA accounting system on computer and transferred to printouts. Month-end accounting report is transposed onto microfilm with a 3-6 week time lag.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when 2 years old.</p>		
16.	<p><u>HRA PAPERWORK MANAGEMENT PROGRAM</u></p> <p>a. <u>Forms Management</u></p> <p>Files contain records related to the initiation, development, and printing of HRA forms. Included are procedures analysis and forms design, forms analysis, and forms control, reporting procedures, justifications for the program or administrative purposes served by the form, and the related procedures instituted, revised, superseded, or cancelled. Also included are HEW 398, Request for Action, and HEW 26, HRA Printing Requisitions.</p> <p>1. <u>Disposition: Non-Permanent.</u> HRA Forms Management Office destroy 5 years after superseded or obsolete.</p> <p>2. <u>Other materials:</u> Destroy 5 years after supersession or obsolescence.</p>	<p><i>Record copy of each HRA-created form. Offer to NARS in 10 yr increments.</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 - ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>3. <u>Other Offices</u>: Destroy when form is obsolete or superseded.</p> <p>b. <u>Reports Management</u></p> <p>(1) Records accumulated in evaluating the requirement for approving and controlling specific recurring reports. Included are copies of requiring directives, preparation instructions, applications for approval of the report, documents relating to the continuation, revision or other changes to the report, pertinent forms or descriptions of format.</p> <p><u>Disposition</u>: <u>Non-Permanent</u> Destroy 2 years after report is discontinued.</p> <p>(1) Records relating to periodic inventories or surveys of reports.</p> <p><u>Disposition</u>: <u>Non-Permanent</u>. Destroy 1 year after inventory or survey is completed.</p> <p>(2) Documents used to control the assignment of reports approval symbols (RAS).</p> <p><u>Disposition</u>: <u>Non-Permanent</u>. Destroy when no longer needed for control purposes.</p> <p>c. <u>Records Management</u></p> <p>These records include SF 115, Request for Authority to Dispose of Records; SF 135, Records Transmittal and Receipt, GSA Form 7015, Notice of Intent to Dispose of Records, and Record Control Schedules including correspondence relating to approval and changes to the schedule.</p> <p><u>Disposition</u>: <u>Non-Permanent</u>. Destroy when no longer needed for administrative purposes.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
17.	<p><u>HRA PERSONNEL MANAGEMENT</u></p> <p>a. <u>Personnel Policies and Procedures</u></p> <p>Files relating to the development and promulgation of programs, policies, and procedures in the development and implementation of personnel management efforts. Consists of general program materials, record copies of correspondence, reports, and related documents at the OA level, along with unofficial personnel folders on each participant in the category described. Includes such categories as Upward Mobility, Supergrades, etc.</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Offices of Record</u> Cut off at end of calendar year, place in inactive file, destroy after 5 years.</p> <p><u>Other Offices:</u> Destroy 3 years after files become inactive.</p> <p>b. <u>Job Applicant and Occupational Inquiries</u></p> <p>Routine inquiries for employment in HRA Office of the Administrator. Includes copy of reply, incoming inquiry, and resume (if any).</p> <p><u>Disposition: Non-Permanent.</u> Destroy two years after date of reply, provided requirements of FPM are observed.</p> <p>c. <u>Employment and Financial Interests of Employees (HEW Forms 474)</u></p> <p>"Confidential Statement of Employment and Financial Interests" (for use by special government employees) filed by member's name. Any correspondence, memoranda, etc. pertaining to this particular form should be attached to it.</p> <p><u>Disposition: Non-Permanent.</u> Retain in active files for one year. PIF in secure file for five years after COF then destroy. Personnel Manual 304:PHS-1 (PHS T.S. 385 12/4/67).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>d. <u>Employee Training Program Files</u></p> <p>Correspondence, reports, course quotas, and evaluations, schedules, and related materials created in the establishment of specific technical, management, and specialized training programs and courses of instruction.</p> <p><u>Disposition: Non-Permanent.</u> Cut off end of fiscal year, PIF for one year then transfer to the FRC. Destroy 5 years after cut-off date.</p> <p>e. <u>Incentive and Performance Awards Files</u></p> <p>Case files documenting awards program activities, general program materials, awards program reports, including feeder reports for submission to H and OS, as well as files documenting HRA employee awards.</p> <p><u>Disposition: Non-Permanent.</u> Destroy after 2 years, or when no longer needed for reference.</p> <p>f. <u>Personnel Resources and Allocation System</u></p> <p>Personnel data system for control and resources allotment of all HRA personnel by programs and activities. Consists of master tapes for computerized system and working papers at the input locations. Input is created at operating personnel offices, Parklawn Personnel, and Bureau of Health Manpower.</p> <p><u>Disposition: Non-Permanent.</u> Destroy after 2 years, or when no longer needed for reference.</p> <p>g. <u>Personnel Security and Investigative Reports</u></p> <p>Case files containing copies of personnel security clearance documents and other investigative reports and related papers furnished to the Agency by the CSC or other investigative organizations. Includes reports on irregularities and misconduct of employees. Excluded are investigative reports and related papers furnished HRA by the CSC for which disposition instructions are provided in the FPM.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
18.	<p><u>Disposition: Non-Permanent.</u> Destroy after transfer or separation of individual concerned, or two years after last action. Also, see Chapter I-2 of the Federal Personnel Manual for disposition instructions. Official files are maintained at the Department or CSC level.</p> <p>1. <u>Accident, Fire and Personal Injury</u></p> <p>Reports are maintained by the OA safety officer and copies retained by reporting officials, in connection with the general reporting of accidents and accident experience. Includes copies of HEW 516, quarterly and annual HRA safety reports, copies of CA-1, CA-2, and related documents submitted to the Bureau of Workmen's Compensation.</p> <p><u>Disposition: Non-Permanent.</u> Retain in inactive files for 3 years then destroy.</p> <p><u>HRA COMMITTEE MANAGEMENT</u></p> <p>a. <u>Committee Policies and Procedures</u></p> <p>Includes reference materials, management guidelines, written policies, and procedures.</p> <p><u>Disposition: Non-Permanent.</u> Maintain in active files area until obsolete or superseded; then destroy when no longer needed for administrative and reference purposes.</p> <p>b. <u>Committee Management Computerized Reporting System</u></p> <p>Files relate to background and current documentation of computerized reporting systems and data bank. Included are guidelines, policies, procedures, rosters, reviews, progress reports, etc. All required and initiated committee mgmt. reports (such as quarterly reports, surveys and replies) are completed in response to requests from the Department.</p> <p><u>Disposition: Non-Permanent.</u> Retain in active files area for one year after issue date then PIF for 2 years. Retire to FRC (if not duplicated on computerized master file). Destroy when 5 years old. Information which is duplicated on computerized master files destroy when 6 years old.</p>		

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7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
19.	<p>c. <u>Committee Membership</u></p> <p>Consist of copies of correspondence to the members, curriculum vitae, and other background documents.</p> <p><u>Disposition: Non-Permanent.</u> Maintain documents in active membership files and PIF when member's participation is no longer active. Inactive files serve as a talent bank; screen periodically and destroy files of deceased members.</p> <p><u>MANPOWER MANAGEMENT SURVEY PROGRAM (MMP)</u></p> <p>a. <u>Quality Control Procedures and Forms for Survey.</u></p> <p>Production logs, coding transcription sheets, and other documentation containing information on feedback, productivity, and other factors related to quality of survey methodology.</p> <p><u>Disposition: Non-Permanent.</u></p> <p>A. Destroy original paper records 1 year after transfer to magnetic tape.</p> <p>B. Erase magnetic tape after 6 years. <u>Do not Transfer to an FRC.</u></p> <p>b. <u>Work Measurement Studies and Manpower Surveys</u></p> <p>Files consist of periodic Manpower Management Reports which specify organization/workload analysis relating to current or projected (measurable and non-measurable) outputs, manpower available/required, productivity indexes, and trends. Also included are instructions and guidelines on developing the MMP Annual Plan and conducting studies/surveys, quarterly status reports, and similar work measurement data prepared at operating levels and consolidated at agency level. Reports are used to forecast budgetary requirements and justify position increases to PHS, DHEW, and OMB.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when reports are 10 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
20.	<p>c. <u>Study and Survey Working Papers</u></p> <p>Files contain working papers accumulated in the preparation, clearance, and issuance of final survey reports. Included are notes, drafts, feeder reports, clearance comments, and similar records.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when reports are 2 years old.</p> <p><u>AUTOMATIC DATA PROCESSING SYSTEM (ADP)</u></p> <p>a. <u>ADP Acquisition and Data Control</u></p> <p>These files follow very closely Schedule No. 20 of General Records Schedule (except Part I). Accordingly, only those records which are not authorized for disposal are covered here. Documents containing definitions of the system including the system objectives, requests for the system, authorizing directives, source data, detailed studies reflecting advantages and disadvantages of alternate solutions, equipment requirements, output requirements, schedule for completion, magnetic tapes containing output or control within or from one run to a subsequent run that manipulates, sorts, and/or moves data through the systems; includes checkpoint, edit, correction, reject list, unmatched data eliminating error, and rerun tapes.</p> <p><u>Disposition: Non-Permanent.</u> Dispose of after subsequent magnetic tapes (that contain the accepted detailed data) have been created and proved satisfactory.</p> <p>1. <u>Tabulations of survey Data.</u></p> <p>Tabulations used for administrative purposes before printing of the publication, including specific tables compiled from each Survey.</p> <p><u>Disposition: Non-Permanent.</u> Destroy after subsequent microfilming of data containing accepted clean weighted data.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>Valid Transaction of Magnetic Tapes</u></p> <p>Consist of magnetic tapes containing valid files of items used with a master data tape input file for creation of the master data tape output file. These are partially valid transactions after all outstanding items are liquidated from current status tapes. Also included are valid transactions after cumulative final master tape is prepared and determined to be successful, and there is no necessity for statistical analysis.</p> <p><u>Disposition: Non-Permanent.</u> Those valid transactions used in addition to statistical analysis dispose of when program value ends. Other materials may be disposed of after 3rd update cycle.</p> <p>1. <u>Tape Listing</u></p> <p>Printouts which list tapes pertaining to administrative and program functions of NCHS.</p> <p><u>Disposition: Non-Permanent.</u> Destroy on obsolescence or supersession by revised listing.</p> <p>2. <u>Initial Magnetic Tapes</u></p> <p>Contains unedited raw data, including personal identifiers, transferred from source documents. Ultimately used to construct master tape.</p> <p><u>Disposition: Non-Permanent.</u> Erase for reuse when obsolete or superseded.</p> <p>3. <u>Annual Statistical Data</u></p> <p>Magnetic tapes containing annual data file of items used with a master data tape input file for creation of master data output file for preparation of additional statistical analysis.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when master data output file is created and proves satisfactory.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. <u>Information Retrieval System Master Reference</u></p> <p>Consist of magnetic media, containing data created by the merging of prior master file with valid transaction data to create a new master file (including the security copy tape of data on disk packs). Include:</p> <p>(1) A cumulative index to scientific and technical publications, and bibliographic and other nonrecord material.</p> <p><u>Disposition:</u> <u>Non-Permanent.</u> Destroy after 3rd update cycle.</p> <p>(2) An index to record materials such as correspondence, legal hearings and decisions, patents and trademarks, and record copy of publications.</p> <p><u>Disposition:</u> Those tapes which relate to historical legislative files are to be offered to the National Archives when 15 years old. Close-out files (COF) at the end of each calendar year (CY). Retain all documents in active files area until no longer needed for administrative purposes then transfer historical file to the FRC. Other materials may be destroyed after 3rd update cycle.</p> <p>d. <u>Longitudinal Studies Master Data</u></p> <p>Consist of magnetic tapes containing data recorded over time from one or more sources during a series of observations relating to individual persons, places, or things.</p> <p><u>Disposition:</u> <u>Non-Permanent.</u> Dispose of when program value ends.</p> <p>e. <u>Federal Loan and Grant Program Master File</u></p> <p>(1) Consist of magnetic media containing funds data created by prior master file with valid transaction data to create a new master file (initial data includes excerpts from forms placed in case available through federally supported loan and grant programs.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Disposition: Non-Permanent.</u> Dispose of after 3rd update cycle.</p> <p>f. <u>Sample and Subsample Data</u></p> <p>Consist of magnetic tapes containing individual observation selected from a larger census or survey file such as stratified or pure random sample files with or without weighting factors and which are disclosure free or useful in statistical analysis or policy formulation models and simulation studies.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when program value ends.</p> <p>g. <u>Summary Data</u></p> <p>Consist of magnetic tapes containing aggregates of individual observations from valid transactions or master data files that are disaggregates of published data and which are substantially unpublished, such as tapes containing data that are disclosure free.</p> <p><u>Disposition: Non-Permanent.</u> Dispose of when administrative value ends:</p> <p>2i. <u>CONTRACTS, BUDGETS, GRANTS AND PROCUREMENT MANAGEMENT</u></p> <p>a. <u>Unsuccessful Contract Bidders</u></p> <p>Consist of all unsuccessful contract proposals. Become part of official contract files.</p> <p><u>Disposition: Non-Permanent.</u> Dispose of 3 years after successful contract begins.</p> <p>b. <u>State Budget Plans</u></p> <p>These are plans submitted annually by the various States which describe what they propose to do with potential Federal maney. They often recapitulate previous year reports.</p>		

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	<p><u>Disposition: Non-Permanent.</u></p> <p>A. Original copy - Destroy when 5 years old or after program audit, whichever is first.</p> <p>B. Duplicate copies - Destroy when convenient, but no later than two years after final payment.</p> <p>c. <u>Grant Applications, Instructions and Clearances</u></p> <p>Consist of incoming requests for clearance of proposed grant application forms and instructions from all HRA components. Include justification of modifications to existing or proposed forms and instructions, if any, with copies of final approved forms and instructions.</p> <p><u>Disposition: Non-Permanent.</u> PIF when applications and related instructions have been cleared and approved at Agency level, then retire to FRC and destroy 3 years thereafter.</p> <p>d. <u>Certification of Accreditation for Grant/Loan Programs</u></p> <p>These certifications establish, or verify, eligibility of educational institutions for Federal grant or loan programs.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when obsolete or superseded.</p> <p>e. <u>Discretionary Grant Panelist Selection</u></p> <p><u>Disposition: Non-Permanent.</u> Destroy when 5 years old or earlier if not needed for administrative purposes.</p> <p>f. <u>Proposals Not Resulting in Discretionary Grant Awards</u></p> <p><u>Disposition: Non-Permanent.</u> Destroy one year after receipt.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>g. <u>Grant/Loan Administration Records</u></p> <p>These records include applications, determinations of eligibility, payment records, annual financial reports, related papers and correspondence which document HRA loan programs for construction and equipment purchases.</p> <p><u>Disposition: Non-Permanent.</u></p> <p>A. Ineligible and rejected applications - Destroy 6 months after determination of ineligibility.</p> <p>B. Approved applications and all related loan administration correspondence for repaid or cancelled loans - Destroy 3 years after date of repayment or cancellation.</p> <p>C. Uncollected loans - Transfer to the General Accounting Office as soon as loan is determined uncollectible.</p> <p>1. <u>Duplicate (Non-Record) Copies of Grants or Loan Administration Records</u></p> <p>These are information copies maintained in offices other than the office or regional location primarily responsible for administering a grant program.</p> <p><u>Disposition: Non-Permanent.</u></p> <p>Destroy 2 years after final payment - Earlier disposal is authorized if not needed for administrative purposes.</p> <p>h. <u>Grants and Contracts Audit Reports</u></p> <p>Reports on conduct of audits by HEW Audit Agency and/or grantees. Includes copies of audit findings, comments from grantees and program area officials, copy of resolution(s) accepted by HEW. Once findings, if any, have been resolved, files are individually cut off and maintained in inactive files area.</p> <p><u>Disposition: Non-Permanent.</u> Transfer to the FRC 2 years after final resolution (or when no longer needed for reference). Destroy 4 years thereafter.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>i. <u>Audit Report Control Records Index</u></p> <p>PHS-5177 (formerly HSM-3) maintained in agency-level grant management office for referencing and logging purposes.</p> <p><u>Disposition:</u> <u>Non-Permanent</u>. Destroy when administrative value ends.</p> <p>j. <u>Report of Expenditures Adjustment and Audit</u></p> <p>When back claims on indirect costs adjustment requests are verified, payment authorization is processed through finance and then consolidated through NIH for one lump payment of direct costs of grantee.</p> <p><u>Disposition:</u> <u>Non-Permanent</u>. Agency-level files: COF at resolution of indirect costs claim. PIF for 3 years then transfer to the FRC and destroy 3 years thereafter.</p> <p>k. <u>Negotiated Indirect Cost Rates</u></p> <p>Consist of working and reference file of negotiated indirect cost rates for non-profit and commercial contractors. Arranged in 3-inch binders.</p> <p><u>Disposition:</u> <u>Non-Permanent</u>. Superseded rates pages are pulled and filed in separate binders. Destroy when no longer needed for administrative/program purposes.</p> <p>l. <u>DGPM Cost Advisory Contracts</u></p> <p>Alpha - numeric arrangement by contractor name and sequential contract numbers. Includes working copies of contract files and documentation of site audits and other cost advisory activities related to individual contracts.</p> <p><u>Disposition:</u> <u>Non-Permanent</u>. Retain in inactive files area for 2 years after contract ends and audits are completed then transfer to the FRC and destroy 3 years thereafter.</p> <p>m. <u>DCPM Cost Advisory Central</u></p> <p>Includes data on accounting acceptability and financial capability of contractor, as well as other</p>		

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	<p>data generally pertinent to all contract activities with contractor.</p> <p><u>Disposition: Non-Permanent.</u> Destroy 2 years after activity with contractor(s) ends.</p> <p>n. <u>Cancelled RFPs and Proposals</u></p> <p>Consists of files of RFPs for which Proposals have been received and the RFP is cancelled prior to award.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when 1 year old.</p>		
22.	<p><u>AUDIT OF FINAL SURVEY REPORTS</u></p> <p>Files contain guidelines and procedures on GAO's reporting practices required within DHEW. Included are comments on GAO draft reports from the appropriate HRA program officials responsible for the activities being audited. Comments are consolidated to reflect the official HRA response to a given <u>draft</u> GAO report. Reports vary in subject matter, but do relate to programs and functions within HRA. The final reports, when received, become a part of this file.</p> <p>Separately maintained are HRA comments to GAO reports on other agencies, but subject matter is of programmatic interest to HRA.</p> <p><u>Disposition: Non-Permanent.</u> Transfer to FRC 2 years after final report is issued. Destroy 10 years thereafter.</p>		

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	<p style="text-align: center;"><u>PART II B--NON-PERMANENT PROGRAM</u> <u>RECORDS PERTAINING TO GRANTS, CONTRACTS, LOANS,</u> <u>AND SCHOLARSHIPS</u> (Items 23-29)</p> <p>This section provides for the scheduling and disposal of non-permanent HRA program records. Included are files relating to grants, contracts, loans, scholarships, and awards processing activities that are distinctive to HRA.</p> <p>The distribution of Federal money through grants, loans, loan guarantees, scholarships, interest payments, and other similar type programs, is a major function of HRA.</p> <p>The disbursement of these funds must be done according to established legislation and the functions of each program. For instance, the Bureau of Health Manpower (BHM) awards funds through its "Student Loan Program." These are two categories of awards: (1) Grants of funds by the Government directly to institutions of higher learning on the basis of a pre-established formula; and (2) insured loans in which the Government is a guarantor of loans from various institutions (banks, universities, state agencies) to students and underwrites a certain amount of the interest payments on the loans.</p> <p>HRA also utilizes formula grants for other program purposes. The formula may be based on population, ethnic distribution, per capita income, enrollment, mortality, morbidity, the presence of federal activities, etc. There is also the discretionary grant program under which HRA determines the grantee and the dollar amount of the specific grant(s) more subjectively.</p> <p>Construction grants are awarded to provide support for building, expanding, and modernizing health facilities. The examples of assistance cited above broadly indicate what HRA is authorized and required by Public Law and regulations to do.</p>		

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23.	<p>This section provides for the scheduling of record materials which have accumulated at Headquarters during the administration of these federally funded programs. These records are grouped by the general nature of assistance they provide and listed separately by subject title.</p> <p>Record copies of grants and contracts with pertinent supporting documents are located in the Division of Grants and Procurement Management, HRA. However, copies of grant and contract materials, as well as the bulk of documents accumulated through the day-to-day operations of these programs, are located within the Bureaus and Centers. These documents will be brought together when funds are terminated and/or the final payment received, to reflect one single package and called the Official Record File (to include formula, discretionary, and construction grants).</p> <p><u>HEALTH PROFESSIONS TECHNICAL ASSISTANCE PROGRAM</u></p> <p>a. <u>Health Professions - Financial Distress Grants</u></p> <p>The purpose of this program is to assist schools of medicine, dentistry, osteopathy, etc., which are in serious financial straits to meet costs of operation, or which have special financial need to meet accreditation requirements.</p> <p>These records consist of or relate to such matters as statistical reports, applications, organization, policy, program narratives, progress reports, obligated balances, objectives and goals, payment requests, site visits, conferences, budget statements, and recommendations. Final reports are covered in item 5 (4).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</u></p> <p><u>Other Offices - Destroy 2 years after final payment.</u></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>Health Professions Start-up Assistance and Conversion Grants</u></p> <p>The purpose of this program is to assist 2 year schools of medicine which intend to become accredited to confer degree of doctor of medicine, osteopathy, and dentistry.</p> <p>These records consist of or are related to such matters as equipment, supplies, faculty, alterations, program narratives, progress reports, payment requests, next year forecasts, meetings, conferences, site visits evaluations, objectives and goals. Final reports are covered in item #5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>c. <u>Health Profession Capitation Grants</u></p> <p>The purpose of this program is to provide a dependable financial base for educational programs in schools of medicine, osteopathy, dentistry, etc.</p> <p>These records consist of or relate to such matters as reviews, program narratives, reports of expenditure, progress reports, objectives and goals, equipment, payment requests, next year forecasts, supplies, faculty, biographical sketches, recommendations, and job descriptions. Final reports are covered in item #5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>d. <u>Health Professions - Student Loans</u></p> <p>The purpose of this program is to increase educational opportunities for students in need of financial assistance to pursue a course of study in specified health professions by providing long-term, low interest loans.</p> <p>These records consist of or relate to reports (except final reports), applications, notices of award, annual operating reports, letters of support, school faculty, school facilities, budget justifications, expenditure reports, obligated balances, payment requests, site visits, surveys, evaluations, recommendations, audits, and objectives and goals. Final reports are covered in item #5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>e. <u>Nursing Student Loans</u></p> <p>The purpose of this program is to assist students in need of financial assistance to pursue a course of study in professional nursing education by providing long-term, low-interest loans.</p> <p>These files contain approved and paid nursing grants, awards, extramural projects, training fellows, awardees, program narratives, job descriptions, reports of expenditure, applications, progress reports, obligated balances, objectives and goals, budget estimates and justifications, payment requests, equipment lists, bidding documents, next year forecasts, subcontracts, and loan drawdowns.. Individual grantee files contain copies of applications, repayment schedules, promissory notes, and repayment agreements. Also included are school grant files, awards, and bidding documents. Final reports are covered in item #5(d).</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
24.	<p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>f. <u>Nursing - Provider Services</u></p> <p>These records consist of or relate to techniques, licensing, practical nursing, publications, proficiency examinations, sterilization of equipment, state guidance summaries, press releases, trip reports, and surveys.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when 2 years old. These records consist of or relate to publications, reviews, periodic reports, trip reports, technical guidance, instructions, evaluations, appraisals, and summaries.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when 2 years old.</p> <p>g. <u>Long-Term Care - Provider Services</u></p> <p>These records consist of or relate to nursing homes, home health, hospital care, meetings, criteria, program changes, trip reports, status reports and State guidance.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when 2 years old.</p> <p><u>HEALTH PROFESSIONS SPECIAL PROJECTS</u></p> <p>a. <u>Health Professions - Special Projects</u></p> <p>This program is designed to assist health professions schools to increase enrollments and to enable schools to experiment with programs designed to increase quality of trained personnel. These records consist of or relate to such matters as surveys, reviews, recommendations, job descriptions, training, workshops, biographical sketches, payment requests, reports of expenditure, meetings, conferences, site visits, objectives and goals, and program narratives. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment,</p>		

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	<p>or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment</p> <p>b. <u>Allied Health Professions - Special Projects</u></p> <p>The purpose of this program is to plan, establish, develop, demonstrate or evaluate programs, methods or techniques for training of allied health personnel.</p> <p>These records consist of or relate to reports (except final reports), applications, evaluations, recommendations, notice of awards, progress reports, expenditure reports, audits, budget estimates, obligated balances, payment requests, equipment, meetings, trip reports, reviews, letters of support, and next year forecasts. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u>- Destroy 2 years after final payment.</p> <p>c. <u>Nurse Training Improvements Special Projects</u></p> <p>The purpose of this program is to help schools of nursing and other institutions improve the quality and availability of nursing education through projects in special areas of concern.</p> <p>These records consist of or relate to reports (except final reports), job descriptions, biographical sketches, expenditure reports, consultants, supplies, equipment, documents in support of nurse training legislation, travel, operating expenses, accounting, building maintenance, janitorial services, utilities, audits, meetings, site visits, applications, studies and surveys in the areas of nursing research and practice evaluation, award notices, critiques, surveys, and training. Final reports are covered in item #5(d).</p>		

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25.	<p><u>Disposition: Non-Permanent:</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p><u>HEALTH EDUCATION AND TRAINING ASSISTANCE</u></p> <p>a. <u>Education and Training of Health Service Personnel (Residency and Other Training)</u></p> <p>This program provides direct payments for specified training in hospitals and clinics, in cooperation with medical schools, dental schools, osteopathic schools, nursing schools, other institutions of higher learning, medical centers, and other public or non-profit bodies. Stipends are furnished students by local hospitals during the time spent training in the hospital.</p> <p>Files contain research projects pertaining to dental diseases and disorders, residency application forms, training guide files, monthly project reports, case files on approved and paid nursing grants, awards, and extramural projects. Files also contain materials on nurse traineeship (professional), research fellowship, and research training grants.</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after grant closes out and final payment made or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment is made and grant is closed.</p> <p>b. <u>Family Medicine-Training Grants</u></p> <p>The purpose of this program is to increase the number of physicians practicing family medicine.</p> <p>These records consist of or relate to such matters as reviews, evaluations, progress reports, program narratives, reports of expenditure, obligated balances, objectives and goals, payment requests, meetings, conferences, and site visits. Final reports are covered in item #5 (d).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
	<p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>c. <u>Health Manpower Education Initiative Awards</u></p> <p>The purpose of this program is to improve availability of efficient health personnel and to recruit into health professions (1) students to practice in areas of shortage and (2) students financially disadvantaged.</p> <p>These records consist of or relate to such matters as job descriptions, applications, objectives and goals, payment requests, biographical sketches, progress reports, evaluations, statistical reports, site visits, summary statements, reviews, recommendations, and meetings. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>d. <u>Training in Auxiliary Dental Care</u></p> <p>The purpose of this program is to teach dental students how to function effectively as managers and organizers in multiple auxiliary dental health care delivery teams to significantly increase services available to the public.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>These records consist of or relate to such matters as workshops, reviews, budget requests, critiques, summary statements, program narratives, statistical reports, progress reports, site visits, recommendations, evaluations, surveys, reports of expenditure, objectives and goals, next year forecasts, training, meetings, and conferences. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>e. <u>Dental Health Continuing Education Training Grants</u></p> <p>The purpose of this program is to assist schools of dentistry and other public and nonprofit institutions to establish, expand, and improve courses in dentistry on a decentralized geographical basis.</p> <p>These records consist of or relate to such matters as reviews, critiques, recommendations, summaries, program narratives, reports of expenditure, progress reports, payment requests, next year forecasts, meetings, conferences, site visits, and evaluations. Final reports are covered in item # 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>f. <u>Dental Health of Children</u></p> <p>This program promotes the dental health of children and youth of school and preschool age, particularly in areas with concentrations of low-income families.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS — Continuation Sheet

7 ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
26.	<p>These records consist of or relate to reports (except final reports), applications, justifications, budget forecasts, job descriptions, biographical sketches, progress reports, reports of expenditures, meetings, conferences, training, workshops, site visits, reviews, critiques, alterations, audits, renewals, surveys, and reports of State programs in comprehensive health planning. Final reports are covered in #5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p><u>PHYSICIAN SHORTAGE AREA SCHOLARSHIPS</u></p> <p>a. <u>Shortage Area Scholarships</u></p> <p>This program is designed to assign health personnel to areas of critical shortages in health professions.</p> <p>Files consist of reviews, site visits, applicant community profiles, biographical sketches, job descriptions, accessibility and utilization of personnel, certification statements, equipment lists, individual student files, tuition invoices from participating schools, stipend payments to students, related correspondence, and notice of grant awards.</p> <p><u>Disposition: Non-permanent.</u> Maintain files until student completes obligatory service (approx. 4-12 years). Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p>b. <u>Shortage Area and Cancellation Program on Health Professions</u></p> <p>States files on shortage areas, correspondence on the various disciplines (Med, Vet, etc.) and student files on cancellation of Health Professions Loans.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKE
27.	<p><u>Disposition: Non-Permanent.</u> Maintain in office for ten years then transfer to the Federal Records Center. Destroy five years thereafter. <i>when 15 years old.</i></p> <p><u>HEALTH SERVICES PLANNING, RESEARCH AND DEVELOPMENT TECHNICAL ASSISTANCE PROGRAM</u></p> <p>a. <u>Comprehensive Health Planning</u></p> <p>1. <u>Area-wide Grants</u></p> <p>The purpose of this program is to provide financial support to areawide comprehensive health planning agencies for health planning purposes.</p> <p>These records consist of or relate to reports (except final reports), program narratives, objectives and goals, recommendations, applications, reports of expenditure, reviews, evaluations, obligated balances, site visits, letters of support, statistical reports, progress reports, and next year forecasts. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u>— Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>2. <u>Grants to States</u></p> <p>The purpose of this program is to provide financial support for State programs in comprehensive health planning.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>These records consist of or relate to reports (except final reports), applications, justifications, budget forecasts, job descriptions, biographical sketches, progress reports, reports of expenditures, meetings, conferences, training, workshops, site visits, reviews, critiques, alterations, audits, renewals, and surveys. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>3. <u>PHS Formula Grants</u></p> <p>Authority is PHS Act, Title III, Section 314(d), as amended. The purpose of this program is to assist States in establishing and maintaining adequate community, mental, and environmental public health services including training of personnel for State and local public health work.</p> <p>These records consist of or relate to such matters as affirmative action program narratives, checklists, reports (except final reports), surveys, evaluations, reviews, site visits, accounting, equipment, supplies, personnel, conferences, recommendations, training, meetings, payment requests, applications, renewals, obligated balances, and budget justifications. Final reports are covered in item 5 (d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECO. 3—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>Health Services Development</u></p> <p>The purpose of this program is to support the full range of public health services to meet special needs at the community level, develop and support new programs, including training, and develop comprehensive health centers.</p> <p>1. These records consist of or relate to such matters as quarterly cost reports, action plan monitoring reports, financial and statistical requirements, site visits, budgets, progress reports, financial plans, organization charts, biographical sketches, news clippings, reviews, recommendations, technical assistance, and evaluations. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>c. <u>Health Services Research and Development-Fellowships and Training</u></p> <p>The purpose of this program is to establish, improve, or expand programs designed to train investigators in methods and techniques of conducting health services research and to raise the level of competence of individuals engaged in research.</p> <p>Files contain correspondence on proposed research projects, special project case files, notebooks for research personnel, assessment reports, grant applications, financial and statistical requirement reports, news clippings, reviews, recommendations, training guide files, monthly project reports, publications, statistical data, technical reports files, program files, project control files, and related documents. Files reports are covered in item 5(d).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKE
28.	<p><u>Disposition: Non Permanent.</u></p> <p><u>Office of Record</u> -Destroy 6 years after final payment or upon resolution of any adverse audit findings, whichever comes first.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>d. <u>Health Services Research and Development - Grants and Contracts</u></p> <p>These project grants and research contracts support research, development, demonstration, and evaluation designed to improve health services. Priority is given to improve availability and quality of services, and to control costs. Projects are designed to develop and/or evaluate more effective and efficient ways of using manpower, equipment, facilities, and data to improve quality control, organization, management, and financing of health services programs in communities, regions, and states.</p> <p>Files consist of project case files, technical reports, project control files, technical reference files, project design and procedure descriptions, project correspondence, statistical analyses, research and statistical studies, and related documents. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after close of grant or upon resolution of any adverse audit findings.</p> <p><u>Other Offices:</u> Destroy 2 years after close of grant.</p> <p><u>HEALTH FACILITY PLANNING AND CONSTRUCTION TECHNICAL ASSISTANCE</u></p> <p>a. <u>Health Facilities Construction Grants - Hill-Burton Program</u></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The purpose of this program is to assist the States in planning for new construction or replacement of health facilities, or the expansion or remodeling of existing facilities or buildings, such as: public health centers, State health laboratories, outpatient facilities, emergency rooms, neighborhood health centers, long-term care facilities, and other related facilities.</p> <p>These records consist of or relate to such matters as surveys, equipment lists, evaluations, payment vouchers, approved construction drawings required by program regulations, grant applications, notice of awards, reports (except final reports), expenditure reports, progress reports, subcontracts, payment requests, summary statements, and statistical reports. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>b. <u>Health Professions Teaching Facilities - Loan Guarantees and Interest Subsidies</u></p> <p>These records consist of or relate to such matters as reviews, letters of inquiry on use of grant space, subcontracts, loan drawdowns, reports of expenditure, evaluations, recommendations, site visits, equipment lists, bidding documents, surveys, and alterations. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
c.	<p><u>Nursing School Construction - Loan Guarantees and Interest Subsidies</u></p> <p>The purpose of this program is to increase the number of nurses and improve the quality of education for nursing practice by assisting nursing school construction through loan guarantees and through interest subsidies designed to reduce the interest rate on initial permanent financing of a project.</p> <p>These records consist of or relate to reports (except final reports), loan drawdowns, subcontracts, budget justifications, payment requests, expenditure reports, progress reports, site visits, application, reviews, evaluations, recommendations, audits, award notices, obligated balances, bidding documents, equipment lists, meetings, surveys, building plans and drawings, and statistical reports. Final reports are covered in item 5(d).</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p>		
d.	<p><u>Limitation of Federal Participation for Capital Expenditures</u></p> <p>This program is designed to assure that Federal funds appropriated under Titles V, XVIII, and XIX of the Social Security Act are not used to support unnecessary capital expenditures made by or on behalf of health care facilities or health maintenance organizations.</p> <p>These records consist of or relate to reports (except final reports), travel, trip reports, evaluations, audits, studies, critiques, reports of inspection, recommendations, meetings, conferences, objectives and goals, training, workshops, reviews, and seminars. Final reports are covered in item 5(d).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKE
29.	<p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Destroy 6 years after final payment, or upon resolution of any adverse audit findings.</p> <p><u>Other Offices</u> - Destroy 2 years after final payment.</p> <p>e. <u>Certification of Facility Construction</u></p> <p>Assurances or certification that local educational agency or institution of higher learning has right to construct and maintain, and will continue to operate, facilities to be constructed with Federal money for the period provided by law.</p> <p><u>Disposition: Non-Permanent.</u></p> <p>A. For construction grants related to higher education facilities - Destroy when 50 years old.</p> <p>B. For construction grants related to areas affected by Federal activities (P.L. 81-815) - Destroy when 20 years old.</p> <p>C. For all other construction grants - Destroy 5 years after final payment or after audit, whichever is sooner.</p> <p><u>HRA FELLOWSHIP PROGRAM</u></p> <p>a. <u>Unsuccessful, Withdrawn, or Declined Fellowship Program Applications</u></p> <p>Includes correspondence with institutions, cost estimates and working files.</p> <p><u>Disposition: Non-Permanent.</u> Destroy 1 year after submission to HRA.</p> <p>b. <u>Lists of Indices of Individuals Participating in Fellowship Program</u></p> <p><u>Disposition: Non-Permanent.</u></p> <p>Dispose of after administrative values have ceased or after ten years, whichever is sooner. Do not retire to FRC.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAK
30.	<p style="text-align: center;"><u>PART II C--OTHER NON-PERMANENT PROGRAM RECORDS</u></p> <p style="text-align: center;">(Items 30 - 37)</p> <p><u>HRA ADMINISTRATOR'S REFERENCE CORRESPONDENCE</u></p> <p>a. <u>General Correspondence of the Administrator</u></p> <p>These files are maintained in the Executive Secretariat for general reference and retrieval purposes. Such files do not constitute a complete record of related activities, but merely document the Administrator's direct involvement in such correspondence, as follows:</p> <ol style="list-style-type: none"> (1) Correspondence originating with the Administrator or responded to by him. (2) Filed with Item 1: General information items which are returned from the Office of the Administrator for reference filing. (3) Copies of all correspondence from within HRA logged in the ES/HRA whether for direct reply on behalf of the Administrator or for signature of the Administrator. (4) Correspondence control records for above. <p><u>Disposition: Permanent.</u> Transfer to the FRC when no longer needed for administrative purposes and offer to the National Archives 3 years thereafter.</p> <p>b. <u>Controlled Correspondence of the Administrator</u></p> <p>These files are maintained in the Executive Secretariat for general reference retrieval and control purposes. Such files constitute a record of ongoing responses to PHS and OS controlled correspondence for signatures at the ASH, U, and S levels, or for direct reply on behalf of such addressees.</p> <ol style="list-style-type: none"> (1) Congressional correspondence controlled for direct reply at the program office (Bureau or Center) level within HRA, regardless of addressee. 		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
31.	<p>(2) Copies of all ASH, U, and S correspondence controlled through the Executive Secretariat for either direct reply or for signature of ASH, U, or S.</p> <p>(3) Copies of all HRA-prepared correspondence responded to by ES, for signature of the Chief, ES.</p> <p>Disposition: Permanent. Transfer to the FRC when no longer needed for reference and offer to National Archives 10 years thereafter. <i>Cut off file end of calendar year.</i></p> <p><i>Retain in current year.</i></p> <p><i>Files area Jan 5 years and destroy.</i></p> <p><u>HEALTH RESOURCES OPPORTUNITY PROGRAM (HRO)</u></p> <p>a. <u>HRO Program Thrust</u></p> <p>Files which document the ongoing activities of HRA's program and staff effort to increase and improve availability, accessibility, and accountability of health delivery systems and health resources opportunities for the disadvantaged. Includes liaison with all operational and planning activities at the Central Office and with the Regional Offices, evaluation of programs, planning, research, and legislative efforts as to impact on the disadvantaged, as well as planning and implementation by OHRO of ongoing grant and contract activities in this area.</p> <p>Disposition: Non-Permanent. Cut off files at end of fiscal year. Retain in inactive files area for 2 years, then transfer to FRC. Destroy when 7 years old. <i>offer to NARS when 10 years old.</i></p> <p>b. <u>OHRO Grant and Contract Plans</u></p> <p>Includes working file of pertinent grant and contract documents and resulting correspondence, reports, and other related materials.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKE
32.	<p><u>Disposition: Non-Permanent.</u> COF when grant or contract is completed. Retain in inactive files area until all reports and audit findings, if any, are resolved. Screen for documents which should be placed in official grant or contract file. Destroy 1 year after reports and audit findings are resolved.</p> <p><u>NATIONAL HEALTH SURVEY PROGRAM</u></p> <p>a. <u>Original Source Document</u></p> <p>Completed survey questionnaires, physical and psychological examination data, and medical history reports from individual respondents and non-interviewed sample households collected by mobile examination units for the Health Examination Survey.</p> <p><u>Disposition: Non-Permanent.</u> Transfer original paper records to FRC. Destroy when 7 years old.</p> <p>1. Microfilm copies (excluding x-ray, results machine tracings, and recording tapes). Transfer to FRC 10 years after completion of Cycle; destroy 10 years thereafter.</p> <p>b. Non-textual supporting medical documentation accumulated for the Health Examination Survey. Included are x-rays, blood samples, and similar materials.</p> <p><u>Disposition: Non-Permanent.</u> Destroy after pertinent data are recorded and analyzed for appropriateness of interpretation; disposal by donation is authorized.</p> <p>c. Completed survey questionnaires collected from State, local and other agencies, health institutions, individual respondents and non-interviewed sample households for the Health Interview, Health Manpower, Health Facilities, Health Resources Utilization, and Family Growth Surveys.</p> <p><u>Disposition: Non-Permanent.</u> Transfer to FRC when 2 years old and destroy when 7 years old. Earlier destruction authorized.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>d. Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.</p> <p><u>Disposition: Non-Permanent.</u> Destroy 2 years after pretest completed, or after analysis, whichever is earlier.</p> <p>e. <u>"Stand" Files for the Health Examination Survey.</u></p> <p>For each Cycle, Stands (cities or counties) serve as centers for data accumulation of individual medical examinations. Administrative documentation of the Health Examination Survey, relating to medical, economic, and demographic information collected by field administrative offices at Stands and maintained only for reference purposes.</p> <p><u>Disposition: Non-Permanent.</u> Destroy 1 year following completion of Cycle.</p>		
33.	<p><u>VITAL STATISTICS SYSTEM</u></p> <p>a. Source data containing registration certificates and related information, which NCHS receives from State and local governments for births, fetal deaths, marriages and divorces. These microfilm and magnetic tape records <i>are copies</i> which contain the source data of original State and local government documents, which NCHS uses in preparing monthly and annual vital statistics summaries and other printed publications.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when 7 years old, or when no longer needed for normal operations, whichever is sooner.</p> <p>b. Microfilm and magnetic tape records <i>of death</i> certificates received from State and local governments.</p> <p><u>Disposition: Non-Permanent.</u> For the 3 year pericensal period (years ending in 9, 0 and 1). Transfer to an FRC when 10 years old and destroy when 15 years old.</p> <p>For nonpericensal years. Transfer to FRC 1 year after tabulation and destroy 4 years thereafter.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 - ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
34.	<p><u>LEGISLATION AND EVALUATION PROGRAM</u></p> <p>a. <u>Project and Contract Evaluation</u></p> <p>Official files of evaluation projects in HRA/OA. All evaluation project files are maintained in a standardized format known as the Project File; this is maintained under three major component sections, which separates the documents generated in each of three consecutive stages of project completion: Development, Research, and Implementation. Files contain the RFP, copy of contract, interim and final reports, project summaries, communications, and may also contain an abstract of the contract, Implementation Plan and back-up documentation.</p> <p><u>Disposition: Non-Permanent.</u> COF when project implementation stage is completed. Place in inactive files for 2 years, then transfer to the FRC and destroy 3 years thereafter.</p> <p>b. <u>Legislative Briefing Notebooks</u></p> <p>Binders developed on all major HRA-related issues and pending legislation, by program area and issues. Consists of issues and proposed legislation, with supporting documentation as necessary.</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record</u> - Retain for current session of Congress. COF at the end of each Congressional session. When a record set of Briefing Notebooks is identified transfer to the FRC and destroy 10 years thereafter.</p> <p><u>Other Offices</u> - Destroy when no longer needed for reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
35.	<p><u>HRA SCIENTIFIC AFFAIRS</u></p> <p>a. <u>Overall Objectives and Policies</u></p> <p>Files now being established will document the development of HRA scientific strategies, policies and goals as to interchange between scientific community and HRA about health resources development and utilization.</p> <p><u>Disposition: Non-Permanent.</u> COF end of fiscal year. Retain in inactive files for 2 years after COF, then transfer to the FRC and destroy 10 years thereafter.</p> <p>b. <u>Colloquium Series Background</u></p> <p>Arranged alphabetically by speaker. Includes background information on each speaker, general correspondence files, publicity and press coverage, if any.</p> <p><u>Disposition: Non-Permanent.</u> COF at end of fiscal year; retain in inactive files two years, then destroy.</p>		
36.	<p><u>HRA EXTRAMURAL AFFAIRS</u></p> <p>Program files documenting conduct of liaison activities between HRA/OA, State and local government, private organizations, and the public. Includes, but is not limited to, the correspondence created in conduct of meetings, conferences, and other facets of such liaison activities, background materials and related correspondence in maintaining the HRA Speaker's Bureau functions insofar as arrangement for speakers, participants, and HRA attendees at outside functions are concerned. <i>Included in this item are Colloquium series background records.</i></p> <p><u>Disposition: Non-Permanent.</u> COF at end of FY; retain 2 years for reference purposes then destroy.</p>		
37.	<p><u>HRA INTERNATIONAL AFFAIRS</u></p> <p>Files document HRA interest and participation in international health projects, liaison, and related activities. Program files deal specifically with Special Foreign Currency Program and HRA interaction on projects under this authority. Frequently, HRA files may contain background materials not duplicated at other levels.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKE
	<p><u>Disposition: Non-Permanent.</u> COF at end of fiscal year; retain in inactive files for 2 years, then transfer to FRC and destroy 3 years thereafter.</p> <p style="text-align: center;"><u>PART IID - NON-RECORD MATERIALS</u> (Items 38 - 42)</p>		
38.	<p>Materials preserved solely for purposes of reference, viz public laws, Executive Orders, books, manuals, handbooks, circulars, regulations, directives, guidelines, bulletins, and policy and procedures documents published within DHEW, by other Federal Agencies, by State and local government activities, and by public entities and activities.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when superseded and /or no longer needed for operations.</p>		
39.	<p>Extra copies of documents preserved only for convenience of reference, such as:</p> <p>(a) Reading file copies of correspondence.</p> <p>(b) "Tiekler," "follow-up," or "suspense" copies of correspondence.</p> <p>(c) Identical duplicate copies of all documents maintained in the same file.</p> <p>(d) Extra copies of printed or processed materials of which official copies have been retained for purposes of record.</p> <p><u>Disposition: Non-Permanent.</u> (a) Destroy when 1 year old. (b) Destroy when action in each case is completed. (c) Destroy each year when files are screened and purged.</p>		
40.	<p>Stocks of publications and processed documents preserved for supply purposes.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when superseded and /or no longer needed for operations.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR REFLECTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
41.	<p>Privately purchased books and other publications and correspondence, and other materials pertaining to personal matters that have been kept in an office for convenience.</p> <p><u>Disposition: Non-Permanent.</u> The owner should take this material with him when he departs the office on a permanent basis; otherwise destroy when owner permanently departs.</p>		
42	<p>Materials that are not being preserved or are not appropriate for preservation because they have neither evidential or informational values, such as:</p> <p>(a) Preliminary or intermediate drafts of letters, memoranda, reports, or other papers, and preliminary worksheets and informal notes that do not represent significant basic steps in the preparation of record copies of documents.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when 1 year old.</p> <p>(b) Letters of transmittal that do not add any information to that contained in the transmitted material.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when no longer needed or when 1 year old, whichever is sooner.</p> <p>(c) Memoranda or other papers that do not serve as the basis of official actions; for example, notices of holidays, Red Cross or Combined Federal Campaign drives, and activities of Government associations or unions.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when no longer needed, or when 1 year old, whichever is sooner.</p> <p>(d) Shorthand notes, including stenographic notebooks and stenotype notebooks and stenotype tapes, that have been transcribed.</p> <p><u>Disposition: Destroy</u> when no longer needed or when 1 year old, whichever is sooner.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><i>Part II c:</i></p> <p><u>HRA AUTOMATIC DATA PROCESSING FILES -- GENERAL</u></p> <p>43. The Data Systems Branch (1) promotes planning for optimal use of automatic data processing systems in support of HRA mission and program goals; (2) provides ADP systems analysis, design, programming, and data maintenance to support HRA staff offices and Bureaus (excluding NCHS special-purpose ADP operations) in the processing, storing, retrieving, and reporting of survey data and data for program and administrative activities, in the application of operations research methodology, and the development of management information systems; (3) serves as liaison between HRA and the Office of the Assistant Secretary for Health on all ADP matters; and (4) evaluates to insure compliance with policies of OASH, DHEW, Office of Management and Budget, and General Service Administration for the management of ADP systems.</p> <p>a. These files contain requests for automatic data processing, work plans and clearances.</p> <p><u>Disposition: Non-Permanent.</u> These records are retained for an indefinite period. Destroy when no longer needed for current operations.</p> <p>b. These are computer print-outs and reports for components of the Health Resources Administration, dealing with health services personnel, allocation, equipment, and trends.</p> <p><u>Disposition: Non-Permanent.</u> These records are stored for an indefinite period. Each Programmer has his own series of files. Destroy when no longer needed for current operations.</p> <p>c. These files contain code sheets, report of expenditures, prior year information, applications, standard up-date, edit programs, query cards for construction tables, reports for publications, and program cards for construction.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Disposition: Non-Permanent.</u> These records are retained indefinitely. Destroy when no longer needed for current operations.</p> <p>d. These files contain program decks, card data, back-up surveys and grant related data, institution related data and storage files pertaining to components of the Health Resources Administration.</p> <p><u>Disposition: Non-Permanent.</u> These records have no fixed retention and are to be destroyed when no longer needed for current operations.</p> <p>General</p> <p>e. Documentation--Computer printouts, cost reports, outline of each computer tape, inquiries, requisitions, statistical data, institutional profiles, Soar data base, contract proposals and other contract files, studies, surveys, planning, legislation, evaluations, work plans, administrative files, publications, and procurement.</p> <p><u>Disposition: Non-Permanent.</u> Destroy when no longer needed for current operations.</p> <p>f. ASH Health Manpower Strategy, data on Project Soar, legislation material, RAS work programs, administrative files, correspondence forms, contract proposals, comments/reports/studies, conferences/committees/meetings, planning evaluations, workshops, and miscellaneous reports.</p> <p><u>Disposition: Non-Permanent.</u> Transfer to FRC when no longer needed for current operations. Destroy 5 years thereafter.</p> <p>g. File Documentation--Data element directory, code-book, record layout, sample input forms, sample output (publication, report, etc.), and user's manual.</p> <p><u>Disposition: Maintain with appropriate related file and dispose in accordance with the instructions for that file</u></p>		

44. National Center for Health Statistics

a. Health Examination Survey

This survey has been conducted since 1959 to determine the incidence rate and distribution of a number of specific diseases and health conditions among the general population. The data reveals not only diagnosed conditions which persons failed to report but also previously undiagnosed, unattended, and undetected chronic diseases. HES is conducted as a series of survey programs called "cycles". 6000 to 8000 persons are interviewed for each cycle. Each cycle is limited to some specific segment of the population, to certain time periods, and to certain aspects of health.

Disposition: PERMANENT. Cut off annually, hold one year, offer files and related documentation to the National Archives.

b. Health Interview Survey Master Files

Household survey consisting of weekly oral interviews of a sample civilian, noninstitutional population. The survey focuses on the social dimensions of morbidity; the prevalence and incidence of disease, injuries, and impairments; on the nature and duration of disability, the amount and type of medical care received; and medical care concepts. The weekly surveys are consolidated each quarter and average annually. Each year approximately 42,000 households are surveyed, providing data on 134,000 persons.

Disposition: Permanent. Cut off annually, hold one year, offer files and related documentation to the National Archives.

c. Hospital Discharge Survey Master Files

This survey has been conducted since 1969 to provide national statistics on characteristics of patient utilization of short-stay non-federal hospitals in all states and the District of Columbia. The data was abstracted from patient medical records. The sample includes 700 of the 7000 hospitals in NCHS's Master Facility Inventory.

Disposition: Permanent. Cut off annually, hold one year, offer files and related documentation to the National Archives.

d. Vital Statistics Detailed Master Files

1) Natality Data

For each year since 1968, this series contains information on an average of 1.8 million live births occurring within the United States. To maintain the nation's statistics on births, NCHS collected from the fifty states and the District of Columbia information contained in the birth certificates on file at the local and state level. This information represented fifty or one-hundred per cent of the live births of a particular state.

Disposition: Permanent. Cut off annually, hold one year, offer files and related documentation to the National Archives.

2) Mortality Data

For each year since 1968, this series contains information on 1.9 million deaths. To maintain the nation's statistics on deaths, NCHS collected from the fifty states and the District of Columbia information contained in death certificates on file at the state and local level.

Disposition: Permanent. Cut off annually, hold one year, offer files and related documentation to the National Archives.

3) Marriage Data

For each year since 1968, this series contains information on approximately 288,000 marriages from about forty different states and the District of Columbia. To maintain the nation's statistics on marriages, NCHS collected information on a random sample of marriages in some states and on every marriage in other states.

Disposition: Permanent. Cut off annually, hold one year, offer files and related documentation to the National Archives.

4) Divorce Data

For each year since 1968, this series contains information on approximately 99,000 divorces from about thirty different states. To maintain the nation's statistics on divorces, NCHS collected information on a random sample of divorces from some states and on every divorce from other states.

Disposition: Permanent. Cut off annually, hold one year, offer files and related documentation to the National Archives.

Part II B:

HRA Automatic Data Processing Files -- Non-Permanent Master Files

45. National Center for Health Statistics

a. INVENTORY OF LICENSED PRACTICAL NURSES

This study is a compilation of data collected as part of the licensing procedures in each of the State Boards of Nursing. Descriptive information on LPN's by age, sex, marital status, educational preparation, employment status, etc. is provided for each State and the country as a whole.

Disposition: Erase five years after survey has been completed.

b. INVENTORY OF REGISTERED NURSES

This inventory includes basic demographic information, employment status, educational preparation, and area of clinical practice, etc. Only nurses with active licenses are included. The data collection is carried out under contract by the American Nurses Association which prepares tabulations for each State and for the nation as a whole.

Disposition: Erase five years after survey has been completed.

c. MASTER FACILITY INVENTORY

This national inventory includes all inpatient health facilities in the U.S. which provides medical, nursing, personal, or custodial care to groups of unrelated persons. The facilities are categorized into three broad types: hospital (both long and short stay), nursing and related care homes, and other remedial care facilities.

Disposition: Erase five years after survey has been completed.

d. NATIONAL INVENTORY OF FAMILY PLANNING CLINICS

This inventory provides data on all family planning clinics in the U.S. regardless of their funding. Descriptive information includes: each clinic's physical location, ownership, funding sources, frequency and type of sessions, patients, staffing and contraceptive, medical and ancillary services offered.

Disposition: Erase five years after survey has been completed.

e. NATIONAL NURSING HOME SURVEY

This biennial national survey of nursing homes includes those that provide some level of nursing care regardless of whether or not they are participating in the Medicare or Medicaid program; homes providing personal care or domiciliary care are excluded. Information concerning financial expenses; numbers of beds and residents; services provided; certification status; utilization measures and staffing patterns are provided by the Home Administrator.

Disposition: Erase five years after survey has been completed.

f. NATIONAL REPORTING SYSTEM FOR FAMILY PLANNING SERVICES

This ongoing reporting system collects data on the number and socio-demographic characteristics of persons receiving family planning services, the number and types of visits made to clinics and the number and types of services provided. Both federally-funded and non-federally funded family planning projects are included.

Disposition: Erase five years after survey has been completed.

g. NATIONAL SURVEY OF FAMILY GROWTH

This survey is designed to produce data on factors influencing trends and differentials in fertility, family planning practices of the population, sources from which family planning advice and services are obtained, the effectiveness and acceptability of the various methods of family planning, and those aspects of maternal and child health that are most directly related to fertility and family planning. Data is collected through personal interviews with women in child bearing ages (15-44) who are or have been married or who have never been married but have children of their own living with them in the household. Excluded from the sample are women living in group quarters and never married women without children.

Disposition: Erase five years after survey has been completed.

h. OPTOMETRY MANPOWER SURVEY

This survey represents an inventory of all licensed optometrists in the United States. Basic data on demographic characteristics of optometrists are collected together with information on geographic location, type of practice and specialty.

Disposition: Erase five years after survey has been completed.

i. PHARMACY MANPOWER SURVEY

This survey represents an inventory of all licensed pharmacists in the United States. Basic data on demographic characteristics of pharmacists were collected together with information on education, geographic location and characteristics of practice.

Disposition: Erase five years after survey has been completed.

j. STATE REGISTERS OF LICENSED DENTISTS AND DENTAL HYGIENISTS

This is a system designed to establish and update registers of licensed dental manpower for the 51 states (including the District of Columbia) containing, as a minimum, the name, address, and license number of all dental and dental hygiene licentiates. The system was developed for purposes of obtaining information on the number and geographic distribution of all dentists and dental hygienists licensed as of a given date from records maintained by State dental boards. The primary purpose of these registers is to provide a basis for identifying sample dentist and hygienist populations in each State to permit the conduct of surveys to determine practice characteristics.

Disposition: Erase five years after survey has been completed.

k. SURVEY OF COMMUNITY HEALTH NURSING

This survey is conducted biennially in cooperation with the State and Territorial Directors of Nursing. The purpose of the surveys is to obtain not only a census, but also detailed information on personnel and programs of all community health/public health agencies that offer community nursing services.

Disposition: Erase five years after survey has been completed.

l. SURVEY OF HOSPITAL MANPOWER

The data will be collected by means of a questionnaire mailed to the universe of U.S. hospitals (approximately 7,300) requesting information on full-time and part-time employment, vacancies, contractual services, and nursing unit staffing. The survey pretest has been completed and the full survey is scheduled for mailing in April 1976. Data tabulations should be available by December 1976, with a summary publication appearing in 1977.

Disposition: Erase five years after survey has been completed.

m. SURVEY OF CHARACTERISTICS OF HOSPITAL PERSONNEL

This data collection effort will represent an employee survey of selected allied health occupations drawn from a sample of U.S. hospitals. The data will be collected via a mailed questionnaire to the individual. Data items to be collected will include training provided by the hospital, formal education, work experience, salary, financing of education, and occupational and geographic mobility.

Disposition: Erase five years after survey has been completed.

n. NATIONAL AMBULATORY MEDICAL CARE SURVEY

Magnetic tape containing data on ambulatory medical care provided by office-based physicians to the populations of the United States. Consists of all office visits within the coterminous United States to nonfederal physicians who engaged in office-based practice and direct patient care.

Disposition: Erase five years after survey has been completed.

o. Vital Statistics Summary and Survey Files

1) Local Area Summary of Natality Detail Data File

Magnetic tape containing totals of births by local area and by race which occurred within the United States.

Disposition: Destroy ten years after survey has been completed.

2) State Summary of Natality Detail Data File

Magnetic tape containing state totals of births by race, sex, age of mother, and gestation period.

Disposition: Destroy ten years after survey has been completed.

3) Local Area Summary of Mortality Detail Data File

Magnetic tape containing totals of deaths by local residence of decedent.

Disposition: Destroy ten years after survey has been completed.

4) Cause-Of-Death Summary of Mortality Detail Data File

Magnetic tape containing totals of deaths by 69 specified causes, by state, by sex, and by race.

Disposition: Destroy ten years after survey has been completed.

- 5) National Natality Survey contain information on four stratified samples of births surveyed in 1964-66, 1967, 1968-69, and 1972. To supplement the information recorded in the detail natality files from the birth certificates, these surveys focused on specific health questions, such as a history of previous pregnancies, expectation of more children, family income, employment status, health insurance coverage, and household composition.

Disposition: Destroy ten years after survey has been completed.

- 6) National Infant Mortality Survey contains information on families which suffered the death of a child under one year of age during 1964-66. HCHS requested information not only on the deceased infants but also on previous children. The purpose of the survey was to supplement data on infant mortality contained in the death certificates.

Disposition: Destroy ten years after survey has been completed.

- 7) National Mortality Survey contains information on a stratified sample of decedents aged 35-84 who died in the United States during 1966, 1969, and 1968. As a result of questionnaires mailed to the informants listed on the death certificates NCHS obtained statistical information on the smoking habits of the decedents.

Disposition: Destroy ten years after survey has been completed.

46. BUREAU OF HEALTH MANPOWER

- a. ALLIED HEALTH EDUCATION PROGRAM IN JR. AND SR. COLLEGES

This was a mailed questionnaire survey to those junior and senior colleges in the United States which reported no health programs in 1973 in order to identify new health education programs. The questionnaire include information on the exact program title, location, length of program, accreditation status, enrollment capacity, size of graduating class, prerequisites for admission, tuition, and numerous other characteristics of the program and its students. The data will be comparable with the results of similar 1973 and 1970-71 surveys.

Disposition: Destroy five years after survey has been completed.

- b. HEALTH OCCUPATIONAL TRAINING PROGRAMS ADMINISTERED BY HOSPITALS

This was a mailed questionnaire survey of allied health and nursing programs administered by hospitals. Information was obtained on such characteristics of the training programs as admission requirements, frequency offered, length of program, award granted, accreditation, tuition, and other student expenses. Data were also obtained on the number of students enrolled as of October 15, 1973, by sex and racial/ethnic background.

Disposition: Destroy five years after survey has been completed.

c. INVENTORY OF STATE SUPPORT FOR HEALTH MANPOWER TRAINING PROGRAMS

This project was carried out in two phases: Phase I, a pilot study of eight States and nine local governments, checked feasibility of larger study, and identified problems involved in developing an inventory. Phase II, involved implementation of techniques developed in Phase I, and compilation of inventory of State support for health education programs by four categories-- Institutional Support; Capital Outlay; Student Aid; direct Support. State financial data are given by type of support and health profession supported.

Disposition: Destroy five years after survey has been completed.

d. MEDICAL EDUCATION OUTCOMES

Medical Education Outcomes represents a longitudinal study designed to assess the dispositions of medical students toward career choice by speciality, type and location of practice. Essentially, this continuing analysis is based upon a series of behavioral instruments administered and readministered according to a planned schedule to each cohort of accepted applicants through the undergraduate and graduate years and into a number of years of their career. In addition to the behavioral measurements, the demographic, educational, and experiential variables of each student are included in the analysis of the student dispositions toward career choice.

Disposition: Destroy five years after survey has been completed.

e. MEDICAL SCHOOL FACULTY ROSTER

The Medical School Faculty Roster is a management information system covering the demographic, education, training and professional characteristics of the salaried faculty in medical schools. The Faculty Roster represents a dynamic MIS; basic data are collected only once from new faculty hired to the medical education system, with only subsequent changes and/or update entered into the system as they occur and are reported by the faculty through their medical institutions.

Disposition: Destroy five years after survey has been completed.

f. SURVEY OF DENTAL BENEFIT PLANS

Periodic surveys of prepaid dental care plans have been conducted and published in 1958, 1960, 1963, and 1967. The purpose of this survey is to revise and update the findings of prior years. Trends in administrative techniques, financial arrangements, scope of benefits and other characteristics need to be documented and analyzed.

Disposition: Erase ten years after survey has been completed.

g. REVELANCE OF GRADUATE HEALTH CARE ADMINISTRATION CURRICULA

The project will (1) catalog the present curricula of health care administration programs; (2) examine the formal and informal processes used for curriculum evaluation and change; (3) inventory positions held by recent graduates of the programs; (4) develop criteria and methods for determining both the relevance of curriculum elements vis-a-vis positions held and the effectiveness of various curriculum evaluation and change processes; and, (5) make recommendations of importance to graduate programs in health care administration and Federal bureaus of manpower development. Standardized categories will be developed for curriculum elements, positions held by graduates (including sector of industry and principal type of work performed), and for curriculum evaluation and change processes.

Disposition: Erase ten years after survey has been completed.

h. SURVEY OF HEALTH PROFESSIONS EDUCATIONAL FACILITIES

This is a one-time effort to survey all schools of Dentistry, Medicine, Optometry, Osteopathy, Pharmacy, Podiatry, Public Health and Veterinary Medicine and their parent institutions to obtain data on facilities utilized by these health professions schools. Detailed information was provided by the schools in three broad areas: (1) existing inventory of space, condition of that space and how it is used, (2) ongoing construction projects and estimated facilities configuration in 1983.

Disposition: Erase ten years after survey has been completed.

i. DERMATOLOGICAL MANPOWER STUDY

The study is to: (1) identify all individuals providing dermatological services in the U.S. and (2) to assess the need for dermatological care on the basis of data on disease prevalence and patient utilization patterns from the HANES survey and other sources.

Disposition: Destroy five years after survey has been completed.

j. U.S. STUDY OF DENTAL MANPOWER SYSTEMS IN RELATION TO ORAL HEALTH STATUS: THE PRIVATE PRACTICE SYSTEM

This project will study the structure and function of the U.S. Private Practice System by applying research design and methodology of World Health Organization/Division of Dentistry International Study of Dental Manpower Systems in relation to Oral Health Status. Individuals in three selected age brackets will be surveyed as to attitudinal and behavioral measures regarding dental health knowledge and practices and toward delivery and

receipt of care. Providers and administrators will be interviewed and data on the results of a free dental examination will be collected.

Disposition: Erase ten years after survey has been completed.

k. PREPAID DENTAL CARE STUDY

This study was initiated to evaluate the effects of a uniform dental care prepayment plan to people who are covered and on the dentists who provide service under the plan.

Disposition: Erase ten years after survey has been completed.

47. BUREAU OF HEALTH PLANNING AND RESOURCES DEVELOPMENT

á. HILL-BURTON ADP SYSTEM

This system supports the grant and loan administration of the Hill-Burton Program. In addition to assistance to needed health care facilities for new construction or modernization, the Hill-Burton Program provides for the inventory of existing health facilities and the planning for new or modernization of facilities in a State health facility plan document which is reviewed annually. The system supports other data needs of the Program such as HUD (FHA) mortgage insurance projects. Major types of data collected are: name and location of facility, financial (including total cost and Federal participation) data, type of facility assisted, project approval stage information, number of existing facilities, facilities that need to be added, and facilities that need to be modernized.

Disposition:

Hill-Burton ADP system must be maintained without time limitation due to continuing responsibilities and until all project construction has been completed under Title VI. The continuing responsibilities include the monitoring of the uncompensated care assurance for twenty (20) years after completion of a construction project and the community service assurance which continues in perpetuity. In addition, data contained in the system is being used to prepare final administrative reports, final publications, budget purposes, and for making health facility construction projections.

48. NATIONAL CENTER FOR HEALTH SERVICES RESEARCH

a. NATIONAL SURVEY: TRENDS IN HEALTH SERVICE UTILIZATION
AND EXPENDITURES

Magnetic tape containing studies based on random samples of the nation's families. Included are data on sources of care, physician visits, hospital care surgical procedures, maternity care, dentist visits, insurance coverage and payments, utilization according to level of Medicare benefits in state of residence, and response to disability.

Disposition: Offer annual surveys to the National Archives yearly.