

15 SEP 81

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-90-82-2
DATE RECEIVED	September 16, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) Department of Health and Human Services	
2. MAJOR SUBDIVISION Public Health Service	
3. MINOR SUBDIVISION National Institutes of Health	
4. NAME OF PERSON WITH WHOM TO CONFER Kenneth Thibodeau	5. TEL EXT. 496-4606

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/12/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn D. Falson</i> George Deal	E. TITLE PHS Records Officer Department Records Management Officer
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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>NINCDS COLLABORATIVE PERINATAL PROJECT</u></p> <p>The NINCDS COLLABORATIVE PERINATAL PROJECT (NCPP) was a longitudinal, multidisciplinary research effort supported by the Developmental Neurology Branch, Neurological Disorders Program of the National Institute of Neurological and Communicative Disorders and Stroke (NINCDS). The NCPP sought leads to the etiologies of the developmental disorders of childhood --- such as cerebral palsy and mental retardation --- through studies which relate the events and conditions of pregnancy, labor and delivery to the neurological and mental status of the children of these pregnancies as the child grows and develops.</p> <p>The NCPP began in 1958 and data collection ended in 1974. Data were collected on over 60,000 women and their children to eight years of age.</p> <p>Analyses, reports and other end products of the NCPP are already designated as permanent records under the authority of the NIH Records Control Schedule, item 3000-G-4, <u>Appendix B-361.</u></p>		

6 items

MASS DATA CHANGE SHEET NOT REQUIRED

Copy to agency 12/20/81. JB.
HHS, NCI, NIDB

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet 4

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>The records series described in items 1 and 2 below constitute an unique resource for biomedical and behavioral research. The data are subject to the Privacy Act. A notice for this system of records, 09-25-0016, is attached.</p> <p><u>Original Examination Records (Microfilm)</u></p> <p>Case files on over 60,000 women during pregnancy and on their children to eight years of age. Each case file contains demographic, medical and physical data concerning a woman and her offspring. Each case contains approximately 270 pages.</p> <p>These records have been microfilmed on 16 mm. roll film according to the attached specifications. The total file is contained on 8,000 rolls of film. The file is divided into 12 segments corresponding to the 12 institutions which contributed to the study. Case numbers are blocked according to institution and cases are filmed sequentially by number. Each roll of film begins with the following identifying information: (1) number of cases and inclusive case numbers on the roll, (2) identification of the study and the sponsoring agency organization. The total volume of microfilm is 142.5 cu. ft.</p> <p>The microfilm was produced during normal operations of the NINCDS. Care has been taken to insure that the microfilm is a complete and accurate copy of the original records. The microfilm was produced in accordance with the standards of FPMR 101-11.506-1(a)(1) and will be stored under conditions adhering to 101-11.507 and 508. The first inspection under 101-11.507-2 will be June 1984.</p> <p><u>Disposition:</u> PERMANENT. Offer silver halide master and one copy of microfilm to the National Archives, on completion of filming and satisfactory testing of the film. The records will be offered to the National Archives at a date agreeable to both the National Archives and Records Service and the National Institutes of Health. (This amendment was coordinated with the agency's records officer on July 29, 1983.) <i>JK</i></p>		<p><i>JK 12/4/83</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
2.	<p><u>NCPPI Master File</u> (Magnetic tapes)</p> <p>Coded data reflecting findings of the NCPPI comprising over 6 million 80 character data records. Records on individuals include up to 200 data records. As with the microfilm, the records are arranged by participating institution and thereunder by individual case numbers. The file is contained on 22 reels of 1600 BPI tape.</p> <p><u>Disposition:</u> PERMANENT. Offer to the National Archives together with supporting documentation as described in item 6 below.</p>		
3.	<p><u>Variable File</u> (Extract file)</p> <p>These magnetic tapes consist of the variables most frequently used by researchers. These variables have been extracted from the master file.. There are 3 reels at 1600 BPI.</p> <p><u>Disposition:</u> PERMANENT. Offer to the National Archives together with supporting documentation as described in item 6 below.</p>		
4.	<p><u>Special Files</u></p> <p>Magnetic tapes containing analyzed data, such as refined diagnoses, processed from master file data. 5 reels.</p> <p><u>Disposition:</u> PERMANENT. Offer to the National Archives together with supporting documentation as described in item 6 below.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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5.	<p><u>Study Files</u></p> <p>Data abstracted from the master file to facilitate the special studies that formed the research core of the NCPP. 11 reels.</p> <p><u>Disposition:</u> PERMANENT. Offer to the National Archives together with supporting documentation as described in item 6 below.</p>												
6.	<p><u>NCPP Documentation</u></p> <p>Forms and manuals used to collect data, code manuals defining the master files, bibliography of publications based on NCPP data and other documents defining the history, scope and methods of the study.</p> <p><u>Disposition:</u> PERMANENT. Offer to the National Archives together with magnetic tape files.</p> <p><u>CONCURRENCE</u></p> <table border="0" data-bbox="254 1260 1278 1905"> <thead> <tr> <th data-bbox="254 1260 939 1310">Signature</th> <th data-bbox="939 1260 1278 1310">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="254 1350 939 1501"> <p><u>Joseph S. Trapp, M.D.</u> 1. Chief, Developmental Neurology Branch, NINCDS</p> </td> <td data-bbox="939 1350 1278 1501"> <p><u>7/27/81</u></p> </td> </tr> <tr> <td data-bbox="254 1522 939 1663"> <p><u>David Ken</u> 2. NINCDS Records Officer</p> </td> <td data-bbox="939 1522 1278 1663"> <p><u>7/28/81</u></p> </td> </tr> <tr> <td data-bbox="254 1693 939 1824"> <p><u>Richard A. Sheehan</u> 3. Executive Officer, NINCDS</p> </td> <td data-bbox="939 1693 1278 1824"> <p><u>7/29/81</u></p> </td> </tr> <tr> <td data-bbox="254 1854 939 1905"> <p><u>Chris Guite</u> 4. NIH Records Management Officer</p> </td> <td data-bbox="939 1854 1278 1905"> <p><u>8/7/81</u></p> </td> </tr> </tbody> </table>	Signature	Date	<p><u>Joseph S. Trapp, M.D.</u> 1. Chief, Developmental Neurology Branch, NINCDS</p>	<p><u>7/27/81</u></p>	<p><u>David Ken</u> 2. NINCDS Records Officer</p>	<p><u>7/28/81</u></p>	<p><u>Richard A. Sheehan</u> 3. Executive Officer, NINCDS</p>	<p><u>7/29/81</u></p>	<p><u>Chris Guite</u> 4. NIH Records Management Officer</p>	<p><u>8/7/81</u></p>		
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Four copies, including original, to be submitted to the National Archives and Records Service