

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-442-02-3	DATE RECEIVED 6/17/02
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Centers For Disease Control and Prevention		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Program Support, Procurement and Grants Office			
4. NAME OF PERSON WITH WHOM TO CONFER Jimmy A. Harrison	5. TELEPHONE (404) 498-1509	DATE 9-23-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE June 5, 2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This item revises and expands item 2-8, Cooperative Project Case Files, of the CDC Records Control Schedule B-321 to include specific dispositions for records related to Grant Case Files. The retention period for CDC Official Grants Files is reduced from 12 years to 7 years. This retention meets all legal and administrative need for these records.</p> <p>Approvals:</p> <p><i>Jimmy A. Harrison</i> date <u>5/6/02</u> Jimmy A. Harrison CDC Records Officer</p> <p><i>Sandra R. Manning</i> date <u>5/14/02</u> Sandra R. Manning, CGFM Director, CDC Procurement and Grants Office</p> <p><i>Alise A. Kelley</i> date <u>5/30/02</u> Alise A. Kelley CDC Legal Representative</p> <p><i>cc Agency, NR NW MW</i> The Schedule Revision is contained on the following page</p>	(NC1-90-78-1)	

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	<p>Authorized Disposition: Delete within 180 days after the recordkeeping copy has been produced</p> <p>2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Authorized Disposition: Delete when dissemination, revision, or updating is complete.</p>		