

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-090-99-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All temporary items on this schedule are presumed destroyed, and all permanent items have been accessioned. The schedule is therefore obsolete.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-90-99-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED 9-2-99	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Public Health Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4 NAME OF PERSON WITH WHOM TO CONFER <i>A. Prentice Barnes, Sr.</i>		5 TELEPHONE 202-690-5521	DATE 12-23-99 <i>John W. Carl</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies			
<input type="checkbox"/> is not required; <input type="checkbox"/> Acting OS Records Officer		<input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested <i>John F. Gaff</i> <i>John Parascandola</i> PHS Historian	
DATE 8/31/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i>	TITLE HHS Records Mgmt Office	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Record Group 90 WNRC Project: Records of the Public Health Service This schedule provides one-time disposition authority for unscheduled Public Health Service records that are stored at WNRC. SEE ATTACHED SCHEDULE	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

**RECORD GROUP 90: RECORDS OF THE PUBLIC HEALTH SERVICE (PHS)
WNRC PROJECT**

Items 1-59 provide one-time disposition authority for the specific accessions listed.

Office of the Surgeon General.

1. Administrative Staff Files, 1954-63 14 cu. ft.

These records relate to the administrative functions of the division offices within the Office of the Surgeon General. Included are personnel job descriptions, administrative memorandums, forms, delegations of authority, computer evaluations, staffing assignments, and records management files.

Disposition: TEMPORARY Destroy immediately on approval of this schedule

Justification The files document routine administrative and housekeeping activities relating to personnel functions.

WNRC Accession No.: 90-67A-0050 (Boxes 13-26)

2. National Library of Medicine. General Subject Files, 1953-56. 5 cu. ft.

These records relate to routine administrative activities of the National Library of Medicine, formerly known as the Armed Forces Medical Library. The files are arranged chronologically by year, thereunder alphabetically by subject. Included are memorandums and correspondence on such subjects as telephone service, budget estimates, accounting, printing, and reference statistics. Other files relate to workload reports and quarterly narratives.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule

Justification: The records document routine administrative activities and provide little information of enduring historical value.

WNRC Accession No.: 90-59A-2836 (Boxes 27-31)

✓3. Division of International Health. International Health Subject Files, 1938-57. 27 cu. ft.

These records consist of correspondence, reports, studies, surveys, and related materials concerning PHS activities in the field of international health. Included are policy and precedent materials on planning, staffing, and supervising bilateral health programs and technical assistance to training programs abroad. Many of the files relate to international congresses, which met at intervals of one year or more to discuss medical, social, educational, and other issues. The

congress records are arranged alphabetically by subject of congress and include airgrams and correspondence. Also included are operation records from U.S. missions, which contain copies of unclassified Department of State airgrams, correspondence, and reports. The missions records are arranged alphabetically by country. Topics covered include allergies, blood supplies, children, health, personnel, funding, technical assistance, health organizations, and activities in individual countries.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The records document U.S. concerns and involvement in international health issues. The files complement previously accessioned correspondence (A1, Entry 42), reports and training records (A1, Entry 43), and records of relations with foreign groups (A1, Entry 44) from the same time period.

WNRC Accession No : 90-61B-0234 (Boxes 2-28)

✓4. General Subject Files, 1945-52. 22 cu. ft.

These records consist of correspondence, memorandums, vouchers, forms, acknowledgments, and circulars arranged according to an alpha-numeric filing scheme. Topics covered include meetings, urban public hospitals, other agencies, personnel issues, office space, and conference attendance.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule

Justification: The records are routine in nature and generally relate to administrative and housekeeping activities

WNRC Accession No.: 90-62A-0490 (Boxes 1-22)

5. Division of Health Mobilization Wholesale and Chain Drug Housing Facility Surveys, 1960. 1 cu. ft

These files consist of coded forms that relate to inventories of drugstores in 1960. The records are arranged alphabetically by State and contain statistical information on antibiotics, splints, and other medical supplies.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule

Justification: The records cover only a short time period and do not provide any substantive information on program activities of the Division. There is no final report or study to indicate how the results were utilized.

WNRC Accession No.: 90-65D-1125 (Box 29)

✓6 Office of Comprehensive Health Planning. Policy and Procedures Staff. Correspondence, 1953-66. 2 cu. ft

These files consist of routine regional correspondence. The records are arranged numerically by region, thereunder by subject. Included are cover letters, acknowledgments, Congressional correspondence, and field trip reports by regional personnel.

Disposition. TEMPORARY Destroy immediately on approval of this schedule

Justification: The records consist of routine correspondence and lack enduring historical value or interest.

WNRC Accession No.: 90-68E-0098 (Boxes 44-45)

Bureau of State Services

7. Committee on Environmental Health Subject Files, 1961-65. 3 cu. ft.

These records contain copies of correspondence, summary reports, minutes, Congressional prints, subcommittee files, and budget materials. The files are arranged by subject and relate to such subjects as water supplies and environmental health problems

Disposition: PERMANENT. Transfer to NARA in FY2001

Justification: The files document the Committee's influence on national environmental health legislation and its varied approaches to addressing water pollution and health problems.

WNRC Accession No.: 90-66D-1372 (Boxes 21-23)

Bureau of State Services. Office of the General Manager.

8. Influenza Subject Files, 1955-60. 2 cu. ft.

These records consist of correspondence, memorandums, proceedings, reports, notes, press releases, and publications relating to influenza. The files are arranged by subject and include such topics as vaccines and manufacturers, research committee meetings, Office of the Surgeon General conferences, and advertising campaigns to promote the vaccine program.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The records document Federal Government involvement in the study and treatment of influenza and in the distribution of vaccines.

WNRC Accession No : 90-63D-0247 (Boxes 49-50)

Bureau of State Services Office of Chief of Management Systems.

✓ 9. Subject Files, 1957-63. 3 cu. ft.

The records are arranged by subject and consist of management studies, correspondence, memorandums, organization charts, plans, and proposals. The files relate to organizational changes in the Public Health Service.

Disposition: PERMANENT Transfer to NARA in FY2001

Justification: The files document organizational changes in the Public Health Service.

WNRC Accession No.: 90-66F-1372 (Boxes 25-27)

✓ 10. Survey Reports, 1953-64. 2 cu. ft.

These records consist of "how-to" reports on administrative management issues. Included are such topics as negotiating contract services, office management, fiscal management, personnel action processing, and data handling

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

Justification: The records relate to routine administrative activities

WNRC Accession No.: 90-66G-1372 (Boxes 28-29)

Bureau of State Services. Division of Accident Prevention

11. Epidemiology and Surveillance Branch. Case Reports, 1963-64. 21 cu ft.

These files relate to an emergency medical services study conducted in San Francisco from 1963 to 1964. The records consist of forms that document the details of ambulance service calls, hospital clinic cases, and emergency room cases. Included are patient information, time of ambulance departure and arrival, diagnosis, and treatment.

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

Justification: The records consist entirely of raw data. They lack enduring historical value, and there is no summary or final report to indicate how the gathered information was utilized.

WNRC Accession No. 90-66A-1211 (Boxes 1-14); 90-66B-1211 (Boxes 15-21)

12. Subject Files, 1961-63. 7 cu. ft

These files consist of routine correspondence and administrative memorandums relating to such subjects as budgets, payroll, poison control centers, appropriations, antidotes, education workshops, requests for information, news clippings, legislation, statistics, meetings, and inactive grants. The records are arranged according to an alpha-numeric-subject filing scheme

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

Justification: The records relate to routine correspondence and administrative housekeeping activities. They lack substantive policy and program documentation

WNRC Accession No.: 90-66B-1211 (Boxes 22-28)

Bureau of State Services Division of Air Pollution.

✓13. Grant Case Files, 1961-64 12 cu. ft

These records consist of inactive research grant files, which are arranged numerically by grant number. Included are financial documents, grant applications, progress reports, correspondence, and related materials. Subjects covered include smog particles, viable forms of algae in the atmosphere, conferences, training opportunities, and proposed studies of emphysema and biological effects of air pollution. Also included is an alphabetical index to unknown subject files. The index consists of copies of memorandums and correspondence, arranged alphabetically and coded by subject

Disposition. TEMPORARY Destroy immediately on approval of this schedule.

Justification: The files consist of routine administrative materials relating to grants that are no longer funded. They lack enduring historical interest and value

WNRC Accession No. 90-66C-1372 (Boxes 15-20); 90-67B-1655 (Boxes 15-20)

Bureau of State Services Division of Sanitary Engineering Services.

✓ 14. President's Water Resources Policy Commission Files, 1949-52. 1 cu. ft.

The President's Water Resources Policy Commission (WRPC) was established by Executive Order 10095, January 3, 1950, to propose policies on the development, use, and conservation of the nation's water resources. The Commission, chaired by consulting engineer Morris L. Cooke, was terminated in March 1951, following submission of a three-volume final report.

Commission records are located at the Truman Library, Roosevelt Library, and in RG 287. This accession contains correspondence, meeting agendas, transcripts, drafts, and notes for the States of Oklahoma through Wyoming. The records relate to such subjects as annual meetings, the Ohio River Valley Water Sanitation Commission, the Rio Grande, and the Interstate Commission on the Potomac River Basin.

Disposition PERMANENT. Transfer to NARA in FY2001.

Justification: These records document PHS involvement and interest in the WRPC and complement Commission records at the Truman Library. Some of the files also contain unique materials that are not at the Truman Library.

WNRC Accession No.: 90-56A-0518 (Box 21)

15 Sewage, Industrial Waste, and Waterworks Facilities Surveys, 1939-55. 43 cu ft.

The records consist of original survey forms regarding sewage, industrial waste, and waterworks facilities across the United States. The files are arranged alphabetically by State, thereunder by city or community. The surveys include information concerning facility locations, main watersheds, streams, sources of well water, sewage systems, and local geography. Some of the more detailed surveys include news clippings, statistics on wells and distance covered by pipes, area descriptions, and blueprints of water distribution systems.

Disposition PERMANENT. Transfer to NARA in FY2001.

Justification. The records document the Federal Government's involvement in the development of modern sewage and water sanitation systems.

WNRC Accession No : 90-59D-2299 (Boxes 104-146)

Bureau of State Services Division of Chronic Disease

16. Heart Disease Control Program Files, 1959. 2 cu ft

These files consist of questionnaires regarding rheumatic fever in Colorado, Iowa, Louisiana, Massachusetts, Minnesota, and Pennsylvania. Information for each individual includes name, age, date when the person had rheumatic fever, any previous history of rheumatic fever, and whether the person ever lived in any of the above named States.

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

Justification: The records consist of raw data questionnaires for only a few States over a short time period. They lack statistical summaries, reports of program activities or any other documentation to show how the gathered information was utilized.

WNRC Accession No.: 90-63B-0108 (Boxes 22-23)

Bureau of State Services Division of Community Health Practices.

✓17. Arctic Health Research Center. Subject Files, 1953-62. 1 cu. ft.

These records consist of correspondence and reports from the Arctic Health Research Center in Alaska. The files are arranged by subject and include international conference reports, studies, trip reports, and annual and quarterly reports on Center activities. Subjects covered include medicine and public health problems in the Arctic, Native village sanitation, and expansion of Center programs and facilities.

Disposition PERMANENT Transfer to NARA in FY2001.

Justification. This item supercedes RCS/B352/1, which authorizes retention of the records but does not provide disposition instructions. The records document efforts to study health problems in a unique climate and to improve health conditions and sanitation among Native peoples.

WNRC Accession No. 90-66E-1372 (Box 24)

Bureau of State Services. Division of Dental Public Health.

✓18. Dental Study Files, 1960-61. 1 cu. ft.

This card file contains raw data from a dental study conducted at Chapel Hill, North Carolina. The information on each card includes an individual's name or identification number, number of years in school, number of teeth removed, income, and occupation.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule

Justification The records consist of raw data and do not contain statistical or final reports to document the results of the study.

WNRC Accession No.: 90-63C-0108 (Box 27)

Bureau of State Services Division of Dental Health.

19. Fluoridation Study Files, 1961-64. 3 cu. ft.

These files consist of general correspondence and information concerning a fluoridation study. Included are memorandums, correspondence, instructions, forms, and other administrative records. The records relate to such topics as relations with State boards of health, oral cytology, and the effects of fluoridation on dental health

Disposition: PERMANENT Transfer to NARA in FY2001.

Justification The records document the importance of Federal Government involvement in fluoridation and oral hygiene programs.

WNRC Accession No.: 90-67A-0921 (Box 12-14)

✓ 20. Fluoridation Study Punch Cards and Questionnaires, 1961-64 12 cu. ft.

These records consist of IBM punch cards and numbered questionnaires on family dental hygiene habits from the fluoridation study described in item 19. The relationship, if any, between the punch cards and questionnaires cannot be determined.

Disposition TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The questionnaires contain raw personal data that lacks enduring historical value or interest. There is no final report to show how the information was utilized. There is no printing or other identification on the punch cards, and the records lack documentation to make the cards usable to researchers.

WNRC Accession No.. 90-67A-0921 (Boxes 15-22). NOTE: The "interfiles" FRC-S box of questionnaires was originally unnumbered. It has been given the number "22."

Bureau of State Services. Division of Environmental Engineering and Food Protection.

✓ 21. Grant Case Files, 1961-65. 6 cu. ft.

These files consist of disapproved and terminated grants, which are arranged numerically by grant number. Included are disapproved summary forms, grant applications, work descriptions, award notifications, financial documents, and related materials. The grants relate to such subjects as changes in bacteria, spoiled milk, meat quality, fat in food, and food protection.

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

Justification: The files consist of routine administrative materials relating to grants that are no longer funded. They lack enduring historical value.

WNRC Accession No.. 90-66B-1372 (Boxes 9-14)

Bureau of State Services Division of Occupational Health

✓22. Subject Files, 1955-57. 8 cu ft.

These records include copies of correspondence, memorandums, press releases, legislation, and cross reference sheets. There is also an index arranged alphabetically by the first letter of a surname or country. The files are arranged alphabetically by subject and cover such topics as accounting, claims, committees, forms, grants-in-aid, meetings, mining, national defense, reports, reproductions, and vehicles. Routine administrative and housekeeping records may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: This item supercedes RCS/B350/19, which authorizes retention of the records but does not provide disposition instructions. The records document Federal efforts to promote, develop, and apply means to protect and improve the health of workers.

WNRC Accession No.: 90-63D-0108 (Boxes 42-49)

Bureau of State Services Division of General Health Services.

✓23 States Grants Branch. States Grants Geographic File, 1948-56. 15 cu ft.

The States Grants Geographic File was discontinued as a series after 1958, and the data contained in that series is now documented in the States Grants Statical File (HEW Program Records Control Schedule, Appendix B350, Item 10). The records in the Geographic File were declared disposable under Job NN/167/56/1, but files on certain States were declared permanent as samples to document the development of State health plans and programs from 1946 through 1958. The sampled records consist of State plans, project folders, program reviews, and related correspondence for the States of California, Georgia, Illinois, Massachusetts, Minnesota, Nebraska, New Jersey, New Mexico, North Carolina, Puerto Rico, Utah, and West Virginia. Also included are budget materials, audits, matching grants, expenditure reports, administrative reports, memorandums, narratives, rating sheets, computer printouts on personnel facilities and services, and coding forms for annual report data. The files are arranged alphabetically by State, thereunder chronologically by year. The records relate to such subjects as venereal diseases, State health programs, communicable diseases, diabetes, disabled children, sanitation, health education, and the construction of water treatment facilities. Also included are transcripts of meetings of the National Advisory Committee on the Polio Vaccine, 1955-56. Budget materials,

expenditure reports, and other financial data are not part of the sample and may be disposed of. Other administrative materials and duplicate copies may also be disposed of during initial processing

Disposition: PERMANENT Transfer to NARA in FY2001.

Justification: This item supercedes NN167/56/1, which authorizes permanent retention of the sample records but does not provide disposition instructions. The records document the kinds of post-World War II State health plans and programs developed in all parts of the United States, including States with large urban centers and States that are rural in character.

WNRC Accession No 90-59A-2782 (Boxes 1-10); 90-60A-0527 (Boxes 1-5)

Bureau of State Services Division of Water Supply and Pollution Control.

24. River Basin Reports and Studies, 1955-63. 40 cu. ft.

These records contain correspondence, reports, studies, and related materials pertaining to water pollution and flood control in watersheds, dams, river basins, and reservoirs. Included are baseline studies, reports on major drainage basins, correspondence and reports from the Army Corps of Engineers, maps, charts, and graphs. The files are arranged alphabetically by body of water or watershed.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The records document Federal Government efforts to manage water resources and to control water pollution and flooding.

WNRC Accession No.: 90-62A-0121 (Boxes 1-21); 90-66B-0484 (Boxes 23-41)

25. Pollution and Water Quality Files, 1945-59. 8 cu. ft.

These records consist of stream pollution investigations and station data, inventories of water, sewage, municipal waste, and industrial waste facilities, and water quality data relating to radioactivity. Included are original reports with annotations, printed reports, correspondence, memorandums, computer print-outs, and IBM computer punch cards relating to water quality network data computations. The punch cards, print-outs, and some incomplete data reports lack sufficient documentation to be usable to researchers and may be disposed of during initial processing

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The records document techniques and corrective measures used in water pollution control in the post-World War II industrial and nuclear era.

WNRC Accession No : 90-62A-0672 (Boxes 1-8)

26. General Subject Files, 1959-63. 38 cu ft.

These records consist of general correspondence, reports, and studies relating to water supply and pollution control programs. The files are arranged according to an alpha-subject-numeric filing scheme. Included are routine requests for information, acknowledgments, court decisions, minutes and transcripts of meetings, sedimentation reports by the Bureau of Reclamation, hurricane surveys and beach erosion reports by the Army Corps of Engineers, and photographs of sewage facilities. Routine correspondence and administrative housekeeping records may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification This item supercedes RCS/350/28B, which authorizes retention of the records but does not provide disposition instructions. The records document Federal Government efforts to manage water resources and to control water pollution and flooding.

WNRC Accession No.: 90-65A-0533 (Boxes 1-16); 90-66A-0484 (Boxes 1-22)

Bureau of State Services Division of Special Health Services.

✓ 27. Subject Files, 1949-51 23 cu. ft

The Division of Special Health Services was established in 1954 and functioned until 1960-61, when it was replaced by several other divisions. It oversaw such programs as accident prevention, air pollution, cancer, chronic diseases, heart disease, occupational health, tuberculosis, and venereal disease. These records were inherited from individual predecessor units and include correspondence, memorandums, papers, reports, surveys, blueprints, and photographs. The files are arranged according to a subject-numeric filing scheme and relate to such subjects as meetings on air pollution, litigation, uranium studies, contagious diseases, tuberculosis in Oklahoma and Puerto Rico, and the various other health programs listed above. Routine correspondence and administrative files may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: This series documents the diverse activities of the Division of Special Health Services and its organizational focus on multiple health concerns

WNRC Accession No.. 90-60B-0251 (Boxes 26-48)

Bureau of State Services. Division of Hospital and Medical Facilities.

✓ 28. General Correspondence Subject Files, 1946-63. 44 cu. ft.

These records include requests for information and funding, acknowledgments of correspondence and materials received, punch cards from a "Study of Progressive Patient Care Facilities" conducted in Chapel Hill, North Carolina, news clippings regarding studies and long-range plans, coding sheets for a survey concerning physicians' office locations, and summaries of conferences. The records are arranged according to an alpha-numeric-subject filing scheme and alphabetically by State. Administrative files relate to such subjects as personnel issues, the status of publications, and purchase of supplies and equipment. There is an index for 1962-63, which consists of copies of the correspondence arranged alphabetically by the first letter of the correspondent's surname.

Disposition: TEMPORARY. Destroy on approval of this schedule.

Justification: The records generally document routine correspondence and housekeeping activities. They lack enduring historical interest and value.

WNRC Accession No.: 90-60A-0146 (Boxes 1-26); 90-66B-0424 (Boxes 1-12, 12A, 13-17)

Bureau of State Services Division of Radiological Health

29. General Subject Files, 1952-68. 73 cu. ft.

These files are arranged according to an alpha-numeric-subject filing scheme and include correspondence, memorandums, brochures, legislation, studies, reports, White House press releases on the test-ban treaty, meeting transcripts, press clippings, radioactive fallout monitoring plans and reports, and reports on "Operation Teapot" and "Operation Plumbob." Other topics covered include sanitary aspects of nuclear energy, electromagnetic energy, grants, reports on water resources education, trips, training, X-ray devices and technicians, radiation legislation, safety manuals, radiation control, and a comparison of radioactive elements in Eskimos and walruses. Routine administrative and housekeeping files may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001

Justification: These records contain important documentation on the history of radiation legislation, control and uses of nuclear energy, nuclear testing in the U.S., and plans to monitor radioactivity in States where nuclear testing has occurred.

WNRC Accession No.: ✓ 90-64A-0173 (Boxes 33-40), ✓ 90-66A-0487 (Boxes 1-15); 90-69A-1380 (Boxes 1-20); 90-71A-4807 (Boxes 1-17); 90-71A-5325 (Boxes 1-13)

✓ 30. McMurdo Daily Station Reports, 1961-62 5 cu. ft

These files contain air quality reports compiled at McMurdo Station, Antarctica. The reports consist of raw statistical data relating to time and count of air samples, air flow, alpha counting efficiency, and other categories

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification According to Marjorie Ciarlante (NWCTC), there may have been a small nuclear reactor near McMurdo Station in the early 1960s. These records complement the current interest in the environment and provide a unique resource for the study of air quality and radioactivity in Antarctica.

WNRC Accession No . 90-67A-0252 (Boxes 18-22)

✓ 31. Farmington Field Station Files, 1960-64. 11 cu. ft.

These records consist of decimal subject files compiled at the Farmington Field Station, Farmington, New Mexico. Located in the far northwest corner of New Mexico, the field station was responsible for research operations under various projects, including the San Juan Basin Physiological Research Project. The records are arranged according to a decimal filing scheme adapted from the system used by the Bureau of Reclamation. Included are general administrative and program records. Administrative files relate to such subjects as telephones, health and safety, finance, property and supply, vehicles, procurement, contracts, and requisitions. Project files contain press releases, photographs of the project, history and progress reports, meeting transcripts, research and testing instructions and data, and death statistics for San Juan County. Tests were conducted on soil, water, metabolic samples, food, bones, teeth, milk, and air samples. Also included are census books and histories of families involved in the San Juan Basin Epidemiological Survey. The census data includes name, age, sex, residence, housing, food and water sources, medical history, and occupation.

Disposition: PERMANENT Transfer to NARA in FY2001

Justification: The records document the effects of nuclear radiation on humans and the environment. Farmington is located roughly 125 miles northwest of Los Alamos, a nuclear testing site. Uranium and vanadium mines also served as a source of employment for some families in the San Juan Basin. The study covers food and environmental contamination by radioactivity and the health of individuals near nuclear testing areas.

WNRC Accession No . 90-67A-0252 (Boxes 23-33)

✓ 32. Disapproved Grant Files, 1961-62. 2 cu. ft.

These records consist of disapproved research grants and withdrawn Division of Radiological Health contracts. Files typically include application forms, work statements, financial records, supporting correspondence, and agency evaluations and comments. The records are arranged by grant or contract number and relate to such topics as dietary protein and whole body radiation, animal tissue studies, radiation-protective drugs, and survival after radiation.

Disposition: TEMPORARY Destroy immediately on approval of this schedule.

Justification: The files consist of routine administrative materials relating to grants and contracts that were never funded They lack enduring historical value.

WNRC Accession No.: 90-67A-0252 (Boxes 34-35)

National Institute of Mental Health

33. Office of the Director. Director's Reading Files, 1951-54 11 cu. ft.

These files consist of tissue copies of routine outgoing correspondence and served as an alphabetical-name index to the National Institute of Mental Health Central Files for 1951 through 1954. The records are arranged alphabetically by subject and relate to such topics as meeting attendance, travel schedules, film bookings, speaking engagements, and acknowledgments of materials and invitations received.

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

Justification. These files relate to routine administrative activities and do not contain substantive reports, policy decisions or other significant information on NIMH programs The records were originally scheduled as temporary (Job N1-90-88-2) but later removed from the job as non record material. The Central Files have been accessioned under Job NN3-90-91-002 and follow an accessible alphabetical-subject arrangement.

WNRC Accession No.: 90-60B-0560 (Boxes 14-24)

✓ 34. Division of Biometry and Epidemiology. MSIS Manuals and Tapes, 1967-74. 2 cu. ft.

These files consist of technical installation manuals and magnetic tapes used in the Rockland State Hospital "Multi-State Information System" (MSIS). The system and manuals were developed in connection with the Research Foundation for Mental Hygiene, Inc., under MH Grant #14934, a grant to assist in the care of psychiatric patients. Included are installation manuals for subsystems relating to direct patient services, patient progress, and psychotropic drugs

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

Justification: The records consist of installation manuals and lack historical research interest. There is no documentation, such as data collection summaries, coding book, user's guide or final report, to make the tapes usable to researchers

WNRC Accession No.: 90-76-0768 (Boxes 1-2)

Bureau of Health Manpower

35. Office of Information. "Executive Memorandum" Newsletter, 1954-63. 1 cu ft.

These records are the files of May Thompson Evans, editor of the Bureau of State Services' staff newsletter, "Executive Memorandum." Included are copies of the newsletter, related correspondence, and administrative records pertaining to reproduction forms and costs. Duplicate copies and routine administrative materials may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001

Justification : The records document the history of the staff and programs of the Bureau of State Services for a nine-year period

WNRC Accession No.: 90-68C-0812 (Box 8)

✓ 36. Division of Dental Health. Preventive Practices Branch. Fluoridation Study Files, 1951-69. 9 cu. ft.

These files consist of reports and survey data relating to fluoridation studies and community and home water supplies, including military posts. Also included are blueprints, charts, and correspondence. The records relate to such subjects as water treatment plants, anti-fluoridation associations, community water supplies, State fluoridation programs, and meetings with public health officials.

Disposition: PERMANENT. Transfer to NARA in FY2001

Justification: This item supercedes RCS/B350/34, which authorizes retention of the records but does not provide disposition instructions. The records document the importance of Federal Government involvement in fluoridation and oral hygiene programs.

WNRC Accession No.: 90-72A-2674 (Boxes 1-9)

Bureau of Medical Services

✓ 37. Division of Hospitals. Freedmen's Hospital. Administration Division. General Subject File, 1895-1959. 19 cu. ft.

These files consist of correspondence, memorandums, and forms from the various departments and divisions of the Freedmen's Hospital in the District of Columbia. The records are arranged by subject and relate to such topics as administrative activities, complaints, medical records, neurosurgery, hospital policies, time sheets, community services, pediatrics, departmental operations, Howard University, and history of the hospital. Also included are hospital regulations (1913-33), a register of employees (1895-1924), and minutes (1909-14).

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: This item supercedes RCS/B332/13, which authorizes retention of the records but does not provide disposition instructions. The files document the history and activities of the Freedmen's Hospital and complement related records in RG 48.

WNRC Accession No : 90-68A-1954 (Boxes 1-19)

Office of Personnel

✓ 38 Division of Research and Standards. Research and Development Branch Personnel Subject Files, 1961-66. 5 cu. ft.

These files consist of personality tests and evaluations, screening materials, and notes on individuals' personality traits. Included are aptitude tests, promotion tests, criterion studies, and such tests as the Minnesota Multiphasic Personality Inventory, California Psychological Inventory, and the Barron-Welsh Art Scale.

Disposition. TEMPORARY. Destroy immediately on approval of this schedule

Justification: These files relate to psychological testing of PHS personnel. The records lack enduring historical value or interest.

WNRC Accession No.: 90-68A-2550 (Boxes 1-5)

Bureau of Disease Prevention and Environmental Control

✓ 39. Office of Research and Development. Committee Files, 1959-66. 13 cu. ft.

These files consist of reports, minutes, and correspondence relating to National Advisory Health Council and committee meetings on various environmental health programs. The records are a mixture of permanent and temporary materials. Permanent records include photographs, membership rosters, correspondence by and about committee members, transcripts, reports, agendas, and lists of grants. Routine administrative files, including time and attendance records, budget materials, and travel information, may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The records document committee involvement in creating and shaping policies and programs to deal with disease prevention and environmental health issues.

WNRC Accession No.: 90-68A-3576 (Boxes 1-13)

✓ 40. Office of Research and Development. Working Papers, 1959-66. 4 cu. ft.

These files consist of working papers for the National Advisory Health Council and committees dealing with environmental health issues. Included are printers' copies of reports, drafts, publication instructions, and photographic negatives of charts and graphs.

Disposition: TEMPORARY Destroy immediately on approval of this schedule.

Justification: These files contain administrative and duplicate background materials. Permanent records are retained under item 39 above.

WNRC Accession No.: 90-68A-3576 (Boxes 14-17)

✓ 41. Office of Program Planning and Evaluation. Subject Files, 1960-68. 5 cu. ft.

These records consist of reports, studies, memorandums, committee minutes, and general correspondence relating to various environmental health programs. The records are a mixture of permanent and temporary files. Included are Executive Office files relating to Bureau organization, transfer of water pollution control activities to the Department of Interior in 1966, program planning files, budget submissions, five-year-plan financial data, committee files, and administrative information retrieval and storage files. Subjects covered include solid waste, air pollution, injury control, reorganizations, and rat control. Routine administrative and housekeeping files may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The records document the development of programs and policies relating to environmental health and disease prevention.

WNRC Accession No.: 90-68A-6089 (Boxes 1-4); 90-69A-3607 (Box 1)

✓ 42. National Center for Radiological Health. Radiation Surveillance Network Data Station Reports, 1956-65. 63 cu. ft.

These files consist of bound daily station reports that contain raw statistical data on air samples, precipitation, radioactive fallout, beta activity, and external gamma radiation. Information is typed or recorded in pencil or ink. The data includes date, time, and readings. The records are arranged chronologically by year, thereunder by station. Reports exist for such places as Washington, D.C.; Iowa City, Iowa, Baltimore, Maryland, Austin, Texas; Honolulu, Hawaii; Cheyenne, Wyoming, Lawrence and Winchester, Massachusetts; Portland, Oregon; Indianapolis, Indiana, Jacksonville, Florida; Salt Lake City, Utah, Trenton, New Jersey; Oklahoma City, Oklahoma; Anchorage, Kodiak, and St. Paul Island, Alaska; Harrisburg, Pennsylvania, Jefferson City, Missouri, Phoenix, Arizona, and Nashville, Tennessee. Some of the reports cover the same stations for part or all of the 10-year period.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The records document air quality readings in U.S. cities over a 10-year period. Since some of the station sites now have or are near nuclear power facilities, the records serve as a resource for comparative studies of past and present levels of radiation and air quality. Similar data may be collected by such environmental agencies as the National Oceanic and Atmospheric Administration

WNRC Accession No.: 90-69A-0347 (Boxes 1-63)

Consumer Protection and Environmental Health Service.

✓ 43. Subject Files, 1964-67. 1 cu. ft.

The Consumer Protection and Environmental Health Service was created by the Secretary's reorganization order of July 1, 1968. It provided leadership and direction to programs and activities designed to assure effective protection against health hazards in the environment, products, and services. The Service consisted of the Food and Drug Administration, Environmental Control Administration, and National Air Pollution Control Administration. These files were inherited by the Service from several offices. Included are water pollution studies, publications, legislation, memorandums, reports, correspondence, staff papers, and program plans. The records relate to such subjects as supply management practices of sanitary engineering centers, mission and organization of the Division of Public Health Methods, Arctic health, and radiological health. Administrative records on such topics as travel, printing, and cost reduction may be disposed of during initial processing.

Disposition: PERMANENT Transfer to NARA in FY2001.

Justification: The records relate to the creation of uniform policies and cooperation among several offices concerning consumer protection and environmental health programs

WNRC Accession No.: 90-68A-6385 (Box 1)

✓ 44. Grant Case Files, 1963-64. 5 cu ft.

These files consist of disapproved or withdrawn research grants. Included are correspondence, a copy of the grant application, a checklist, and financial information.

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

Justification: The files consist of routine administrative materials relating to grants that were never funded. They lack enduring historical value.

WNRC Accession No.: 90-69B-1380 (Boxes 21-25)

National Office of Vital Statistics.

✓ 45. Division of Research Child Health Studies Branch. Cystic Fibrosis Files, 1959-65. 5 cu ft.

These files consist of correspondence, studies, legislation, brochures, blank questionnaires, and survey guides for designing research studies on cystic fibrosis. The records relate to such topics as publicity, contacts with hospitals and physicians, conferences, therapy, personal patient data, and national characteristics of cystic fibrosis. Routine administrative files relating to such topics as printing, budget, and office machine repair may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: The files document early government research efforts to understand and treat cystic fibrosis.

WNRC Accession No.: 90-69A-2124 (Boxes 1-5)

Bureau of Health Services.

✓ 46. Management Subject Files, 1957-66. 1 cu ft.

These records consist of the Executive Officer and Management Analysis Officer's subject files. Included are minutes of the task force to organize the Bureau of Health Services, functional statements, and Bureau of Medical Services organization charts

Disposition: PERMANENT. Transfer to NARA in FY2001.

Justification: This item supercedes RCS/B330/1, which authorizes retention of the records but does not provide disposition instructions. The records document management planning and organizational changes relating to the establishment of the Bureau of Health Services.

WNRC Accession No.: 90-69A-3615 (Box 1)

✓ 47. Manpower Utilization Reports, 1957-63. 1 cu. ft

These files consist of quarterly manpower utilization reports and materials from the Davis Subcommittee Hearing on manpower utilization. The records are arranged chronologically by quarter and relate to employment trends, evaluation of telephone charge order systems, statistics, payroll, and overtime.

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

Justification: The records document administrative activities relating to personnel issues. They lack enduring historical interest and value.

WNRC Accession No.: 90-69B-3615 (Box 2)

✓ 48. Audit Reviews and Reports, 1966-67. 5 cu. ft

These files consist of reviews of the Domestic and Foreign Quarantine Harbor boat crews, audits of international travel, reports relating to management of foreign and domestic travel authority, practices, and claims activities. Included are memorandums, budget materials, correspondence, travel orders, stenographer notebooks, wage schedules, and draft reports on operations.

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

Justification: The records document administrative evaluations relating to internal agency activities

WNRC Accession No.: 90-69C-3615 (Boxes 3-7)

49 Management Policy Division Internal Audit Reports, 1961-68. 1 cu. ft.

These records consist of internal audit reports by the General Accounting Office (GAO). Included are memorandums, GAO drafts, reports, inquiries, and surveys. Also included are delegations of authority relating to such topics as procurement, organizational functions, and personal property management.

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

Justification. These records relate to internal reviews of routine administrative activities. They lack enduring historical interest and value.

WNRC Accession No.: 90-71B-6150 (Box 3)

Health Services and Mental Health Administration Assistant Administrator for Management.

50. Office of Procurement and Material Management Weekly Reports, 1955-1969. 2 cu. ft.

These files consist of weekly reports to the executive officer concerning office activities. Topics covered include meeting attendance and contacts with other organizations. Also included is a commercial and industrial activities inventory, which lists such things as the location of government facilities, the value of capital assets, and number of employees.

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

Justification: These records document routine administrative activities. They lack long-term historical interest and value.

WNRC Accession No.: 90-71A-6150 (Boxes 1-2)

Health Services and Mental Health Administration Federal Health Program Service Office of Administrative Management Data Management Branch.

51. Health Referral Budget and Data Files, 1961-68. 6 cu. ft.

These files consist of statistical reports, correspondence, memorandums, special projects, background information, and data processing materials relating to the health referral program for armed forces medical rejectees. The health referral program may have been associated with the military draft during the Vietnam War. Included are worksheets, vocation rehabilitation administration grants, budget data, statistics, summaries, training workshops, evaluation studies, progress and task force reports, drafts, interdepartmental committee reports, news clippings, cost analyses of the health referral program, and accounting ledger sheets that identify the number of rejectees and why they were rejected. Administrative files and duplicate copies may be disposed of during initial processing.

Disposition: PERMANENT. Transfer to NARA in FY2001

Justification: The records document a unique health referral and vocational rehabilitation program for individuals who were unable to serve in the military for medical reasons during the Vietnam War era.

WNRC Accession No.: 90-70A-0265 (Boxes 1-6)

52. Contracts, 1961-68. 4 cu. ft.

These files are arranged alphabetically by State and consist of contracts and correspondence from the Public Health Service to State Departments of Health. The records relate to such topics as hiring staff, obtaining supplies, and funding clinics and programs.

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

Justification: The records relate to routine administrative activities and do not provide substantive program information.

WNRC Accession No.: 90-70B-0265 (Boxes 7-10)

53. Grant Applications, 1967-68. 1 cu. ft.

These records consist of correspondence, memorandums, grant applications, and awards notices. The files relate to such subjects as funding equipment, supplies, staff, and travel costs for public health clinics, counseling on health needs of rejectees, and medical/vocational services to rejectees.

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

Justification: The files consist of routine administrative paperwork relating to grants that cover operational expenses. They do not contain studies or program reports and lack enduring historical value.

WNRC Accession No : 90-70C-0265 (Box 11)

Environmental Control Administration

✓54. Office of Grants Administration. Training Grant Files, 1962-67. 2 cu ft.

These records consist of terminated, inactive, and disapproved grants to train individuals in university radiological programs. The files are arranged alphabetically by institution and include applications, on-site visit information, correspondence, statements of appointments, and notification of grant approval.

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

Justification: The records relate to the training of individuals in the field of radiology. They lack substantive program information and enduring historical value.

WNRC Accession No.: 90-70A-1418 (Boxes 1-2)

✓ 55 Terminated Research Grants, 1962-68. 6 cu. ft.

These files are arranged numerically by grant number and consist of correspondence, application forms, financial documents, and related information. The grants relate to such subjects as behavior of rats, affecting radiosensitivity in microorganisms, and tissue studies.

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

Justification The files consist of routine administrative materials relating to grants that are no longer funded They lack enduring historical value.

WNRC Accession No.: 90-71A-4453 (Boxes 1-6)

Consumer Protection and Environmental Health Service.

✓ 56. Dietary Assessment and Dental Radiological Data Files, 1960-64. 15 cu ft.

These files consist of national dietary assessment files and dental X-ray film data. Included are lists of market centers within the Public Health Service, Department of Agriculture publications and notes, food consumption and survey methods, copies of inter-office memorandums, data concerning prescribed daily food allowances in military rations, instructions to labs for analysis of dietary samples, and data charts and correspondence from a 1962 survey of children concerning milk and wheat products. Also included are raw data survey forms that appear to relate to dental X-ray "surpak" film. The forms are arranged geographically by region and include such information as region, State, film number, tube housing, exposure intensity, and points.

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

Justification: The records relate to analysis of food consumption and dental X-ray film. The files are not complete and are limited in their technical value and long-term historical interest.

WNRC Accession No.: 90-70A-4392 (Boxes 1-15)

Health Resources Administration.

57. Division of Dentistry Manpower Analysis Branch. KWIC Index Files, 1962-70. 14 cu. ft.

These files comprise a Keyword in Context (KWIC) index, which consists of photocopies of numerically coded articles. Each number corresponds to a word. Included are journal articles, press clippings, and printed tear sheets.

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

Justification: These files served as a non-record reference index to printed materials on dentistry.

WNRC Accession No.: 90-77-0145 (Boxes 1-14)

✓ 58 Division of Management Policy. Health Examination Field Operations Branch. TAT Tapes and Transcripts, 1965-77. 86 cu. ft.

These files consist of audiotapes, transcripts, sample worksheets, coded forms and surveys, reports, printouts, and questionnaires. The records relate to such topics as data collection, dental examinations, vision refraction in young people, health and nutrition, and tuberculosis. The transcripts appear to involve children and may relate to psychological tests

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

Justification: These files consist of scattered data collection on disparate subjects. They lack substantive policy and program documentation and do not even contain enough information to explain what the TAT program was about.

WNRC Accession No. 90-77-0159 (Boxes 1-42, 97-140)

Office of Assistant Secretary of Health.

✓ 59. Office of Health Policy and Research Statistics. National Center for Health Statistics. Division of Health Examination Statistics Office of the Director. Surveys, 1963-70. 3 cu. ft.

The Division of Health Examination Statistics administered a series of systematic nationwide health exam surveys of the civilian non-institutionalized population to obtain data on nutritional status, health-related care needs, physical growth, and intellectual development. It also conducted reliability and quality studies of gathered data and methodology. These records consist of computer printouts with statistical means, ratios, averages, highs, lows, unknowns, and standard deviations relating to such topics as spiro, twins, serology, anthropometry data, replicate studies, and height by weight socio-economic studies.

Disposition TEMPORARY. Destroy immediately on approval of this schedule.

Justification: NWME has accessioned the basic raw data files from which these printouts were generated. Researchers would be able to replicate these outputs as well as new and different tabulations

WNRC Accession No.: 90-78-0010 (Boxes 1-3)