

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 N1-434-95-3	DATE RECEIVED 6-13-95
1 FROM (Agency or establishment) Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Los Alamos National Laboratory		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Margarita Sexson	5. TELEPHONE 505-845-4826	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 260 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 6/6/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Wallace</i> Mary Ann Wallace	TITLE Departmental Records 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached. WITHDRAWN 2-22-00		

DRAFT RECORDS RETENTION AND DISPOSITION SCHEDULE FOR OCCUPATIONAL EPIDEMIOLOGIC STUDY RECORDS

Epidemiologists study the occurrence of disease, causes of mortality, and other health-related characteristics in human populations. Epidemiologic study records are created or accumulated during the course of research and preparation of published studies. Epidemiologic study records include source documents or copies of records, such as death certificates and medical case files. Study records may also be comprised of documentation created by epidemiologists, computer files containing epidemiologic data, and project administrative files.

Please note that certain epidemiologic study records may describe projects whose unique historical value and retention which should be determined on a case-by-case basis. The Office of Epidemiologic Studies should be consulted prior to the destruction of epidemiologic study records.

<u>Item No.</u>	<u>Description of Records</u>	<u>Proposed Disposition</u>
1.	HEALTH RESEARCH PROJECT RECORDS Records reflecting the history of an epidemiologic research project from initiation to completion, including research, development, design, and test results. Included are records such as: project proposals; review memoranda and comments; project authorizations and directives; copies of unpublished manuscripts, journal articles, and conference papers; progress reports; correspondence influencing the direction of the project; and final products, such as publications and films, resulting from the project. Also included are the records of any subsequent studies resulting from the research.	
	a. Records documenting the history of the project, including final products.	Permanent. Offer to NARA 25 years after project is completed.
	b. Working files include drafts containing editorial changes and other project-related work of a non-permanent nature. This series does not include general administrative records.	Transfer to an FRC 5 years after completion of study and destroy when 20 years old.

August 4, 1995

<u>Item No.</u>	<u>Description of Records</u>	<u>Proposed Disposition</u>
2.	EPIDEMIOLOGIC SOURCE RECORDS Records collected from other agencies or the offices of record for use in epidemiologic studies. Source records are paper, microfilm, or microfiche copies of documents containing information used in epidemiologic studies. Source information typically consists of vital status, personal data, job history, medical, and salary information, as well as exposure data. It also may include summarized data from various sources, such as reports or background information generated by the sites.	Retain records according to the agreements made with the originating offices. If no specific agreements exist, keep until records are 75 years old or no longer needed for research, whichever is later.
3.	PROJECT MANAGEMENT RECORDS This series consists of administrative records such as general correspondence, weekly progress reports, and budgetary records produced in support of epidemiologic studies. Project management records are not milestone documents and do not document the history of a project.	Transfer to an FRC 5 years after completion of study, or after completion of any follow-up studies, and destroy when 20 years old.
4.	FINDING AIDS Lists, indexes, or other documents created to locate a group of records or to access the informational content of a group of records.	Delete in accordance with retention and disposition periods for related records, or when no longer needed, whichever is later.
5.	INPUT RECORDS Non-electronic, extracted information and non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium which support the conduct of epidemiologic studies. Records in this series are not required for audit or legal purposes.	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the back-up to, the master file or database, whichever is later.

<u>Item No.</u>	<u>Description of Records</u>	<u>Proposed Disposition</u>
6.	ANALYSIS FILES Analysis files consist of electronic records containing data collected for use in epidemiologic studies. Analysis files contain data which has been examined and processed, for instance, through statistical calculations, and provide the basis for study findings.	Permanent. Offer with supporting documentation to NARA 25 years after project is completed.
7.	RAW DATA FILES Raw data files are electronic records consisting of original study data derived from health physics, demographic, and vital status records in textual and electronic format, which were obtained from an external source, often the originator of the records, and used in epidemiologic studies.	Permanent. Offer with supporting documentation to NARA 25 years after project is completed.
8.	WORKING FILES Electronic files contain the data from which a researcher selects variables to analyze and form an initial analysis file. The data in working files may be gathered from a variety of sources.	Maintain working files for 20 years after completion of study if sufficient documentation is available. If sufficient documentation is not available to track origin of the data or to access and interpret the information in a file, destroy when no longer needed. Files containing information which serves as documentation for analysis or raw data should be retained in accordance with the retention and disposition periods listed for these files.
9.	COMPUTER-GENERATED REPORTS Records created as output from analysis, raw data, or working files.	Transfer to an FRC 5 years after completion of a study and destroy when 20 years old. Those series which consist exclusively of computer printouts may be destroyed prior to the recommended retention only if it can be determined from which electronic files they were generated.

<u>Item No.</u>	<u>Description of Records</u>	<u>Proposed Disposition</u>
10.	DOCUMENTATION FOR ELECTRONIC RECORDS Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database created to support epidemiologic studies.	
	a. Documentation for electronic records appraised as permanent.	a. Permanent. Offer to NARA 25 years after project is completed.
	b. Documentation for electronic records of a nonpermanent nature, such as working files.	b. Destroy or delete when superseded or obsolete, or upon authorized destruction of related masterfile or database. Documentation records containing other program specific information should be retained for 20 years, or until superseded or obsolete, or until destruction of related electronic records, whichever is later.