

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NI-90-87-2	
DATE RECEIVED	
3-4-87	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-2-88 <i>Date</i>	WITHDRAWN <i>Archivist of the United States</i>

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

**Health Resources and Services Administration**

4. NAME OF PERSON WITH WHOM TO CONFER

**Linda Querec** *Linda Querec*  
**Public Health Service Records Officer**

5. TEL EXT

**443-2055**

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 8 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8/15/83	<i>George E. Deal</i> Dr. George E. Deal	<b>Department of Health and Human Services Records Officer</b>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1-1	<p>Attached are new items to be included in the Health Resources Administration (HRA) Records Control Schedule (Appendix B-341 job #NCI 90-82-5 signed by the Archivist of the United States on 6/17/83). Also attached are copies of correspondence and related background material related to these new items. If you have any questions, please contact Mr. James Jenkins, Health Resources and Services Administration Records Management Officer, on 443-3780.</p> <p><u>General Correspondence</u></p> <p>These types of files are maintained in each individual program office and do not necessarily constitute records of related activities but merely document the office's direct involvement in the correspondence.</p> <p><u>Non-Permanent.</u> <u>Office of Record.</u> Cut off files at end of calendar year. Retain 1 year and destroy.</p>		WITHDRAWN

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
2-2	<p><u>Regional Office Work Plans</u></p> <p>File contains Memorandum of Agreement between regional and central offices which described the program outputs and resources each will provide, progress reports, and related documents.</p> <p>a. <u>Non-Permanent.</u>  <u>Office of Record.</u> Close files at end of fiscal year; retain in inactive file for 1 year and destroy.</p> <p>b. <u>Other Offices.</u> Cut off file at end of year. Retain 1 year and destroy.</p>		WITHDRAWN
6-6	<p><u>Minutes of Advisory Committee Meetings</u></p> <p>File contains minutes of all meetings.</p> <p><u>Non-Permanent.</u>  <u>Office of Record.</u> Cut off file at end of year. Retain 3 years and destroy.</p>		
7-1	<p><u>Public Affairs Program Files</u></p> <p>Consists of documents which record public affairs activities of the agency. Includes record set of publications, press releases, press conference transcripts and speeches.</p> <p><u>Non-Permanent.</u>  <u>Office of Record.</u> Retain until no longer needed for operations and destroy.</p>		
22-7	<p><u>Publications</u></p> <p>Complete set of publications issued by the component, arranged chronologically, by publication.</p> <p><u>Permanent</u>  <u>Office of Record.</u> Retain until no longer needed for operations and offer to the National Archives.</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
29	<p>PROGRAM HISTORY FILE</p> <p>Consists of complete authorities for the mandate of the program. Included are planning and management information, policies, procedures, resource materials and correspondence which documents how the program is conducted.</p> <p>a. <u>Permanent.</u>  <u>Office of Record.</u> Retain until program is terminated or transferred. Retire to FRC and offer to the National Archives 10 years later.</p> <p>b. <u>Non-Permanent.</u>  <u>Other Offices.</u> Retain until no longer needed and destroy.</p>		WITHDRAWN
30	<p>PROGRAM LEGISLATION FILE</p> <p>Complete record of legislative development and implementation activities, including the program objectives, alternatives, and policy positions.</p> <p>a. <u>Permanent.</u>  <u>Office of Record.</u> Retain as long as legislation applies. Transfer to FRC when superseded. Offer to National Archives 10 years thereafter.</p> <p>b. <u>Non-Permanent.</u>  <u>Other Offices.</u> Retain until obsolete or no longer needed for operations and destroy.</p>		
32	<p>AREA RESOURCE FILE. 1940-</p> <p>Arranged by State and thereunder by county.</p> <p>Machine readable file, maintained by Applied Management Sciences under contract to BHPr, consisting of county specific health resources information updated at regular intervals. Originally designed to assist in the location of Area Health Education centers, the file now provides a wide range of information on health professionals, health facilities utilization, health professions training, population characteristics, and economic and environmental conditions for all counties or their equivalents in the United States. The information is collected from a wide variety of sources including US Census, NCHS, and Bureau of Labor Statistics.</p> <p><u>Permanent.</u> Break file annually at the end of the June update, transfer to NARS.</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
47	<p>LOAN EARLY WARNING SYSTEM</p> <p>Consists of financial data on all Hill-Burton direct loans, loan guarantees and HUD Section 242 insured mortgages monitored. Data are used to identify problem loans and determine viability of new loan applications.</p> <p><u>Non-Permanent.</u>  <u>Office of Record.</u> Retain 5 years and destroy.</p>		WITHDRAWN
48	<p>UNCOMPENSATED CARE ASSURANCES COMPLAINTS</p> <p>Case files, maintained by status of case, for each complaint filed and held for litigation.</p> <p><u>Permanent.</u>  <u>Office of Record.</u> Retain for 5 years after case is closed and transfer to the Federal Records Center. Offer to National Archives 5 years later.</p>		
49	<p>UNCOMPENSATED CARE ASSURANCES DATA FILE</p> <p>Up-to-date information on each facility monitored for compliance with uncompensated care assurances. Based on monthly facility information reports.</p> <p><u>Non-Permanent.</u>  <u>Office of Record.</u> Retain until obsolete or no longer needed for operations and destroy.</p>		
50	<p>UNCOMPENSATED CARE ASSURANCES MONITORING SYSTEM</p> <p>Data based on triennial reports received from each facility monitored under the uncompensated care assurances program.</p> <p><u>Non-Permanent.</u>  <u>Office of Record.</u> Retain 3 years and send to the Federal Records Center. FRC will retain 3 years and destroy.</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
51	<p>STATE MEDICAL FACILITIES PLAN</p> <p>Individual files, by state, on the plans for the development and modernization of general TB hospitals, public health centers, long-term care facilities, outpatient facilities, and rehabilitation facilities.</p> <p><u>Permanent.</u>  <u>Office of Record.</u> Retain until obsolete (either program is terminated or plan is updated). Offer to National Archives 5 years later.</p>		<p>WITHDRAWN</p>
52	<p>HEALTH FACILITIES PLANNING PROGRAM</p> <p>Complete guidance on how State and local agencies plan for health care facilities (includes training of the regional staff).</p> <p>a. <u>Permanent.</u>  <u>Office of Record.</u> Retain 1 record copy of final document until obsolete. Offer to the National Archives 5 years later.</p> <p>b. <u>Non-Permanent.</u>  <u>Other Offices.</u> Retain until obsolete or superseded and destroy.</p>		
53	<p>HSA AND SHPDA PLANS</p> <p>Includes Health System Plans and Annual Implementation Plans (prepared by HSAs) and State Health Plans (prepared by SHPDAs) arranged alphabetically by state.</p> <p><u>Non-Permanent.</u>  <u>Office of Record.</u> Retain 6 years beyond the period covered by the plan and destroy.</p>		
54	<p>WORK PLANS FOR APPROPRIATENESS REVIEW</p> <p>Copies of annual work plans submitted by HSAs and SHPDAs to the regional offices concerning their planned activities in the area of appropriateness review.</p> <p><u>Non-Permanent.</u>  <u>Other Offices.</u> Retain 3 years and destroy.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

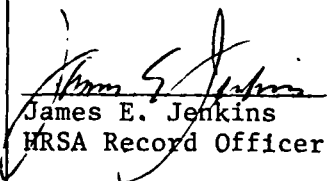
7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
55	<p>PLANNING AGENCY FILES</p> <p>Files on each Health Systems Agency and State Health Planning and Development Agency which include correspondence between the central and regional offices, designation agreements, grant awards, annual reports, site assessment reports, and related documents.</p> <p><u>Non-Permanent.</u> <u>Office of Record.</u> Retain 6 years after termination of planning agency and destroy.</p>		WITHDRAWN
56	<p>PLANNING AGENCY TRACKING SYSTEM</p> <p>Data system used to monitor conditions imposed on the planning agencies and their activities to comply with the conditions.</p> <p><u>Non-Permanent.</u> <u>Office of Record.</u> Data remains current through update process. Retain until no longer needed for operations and destroy.</p>		
<del>57</del>	<del><p>REGIONAL OFFICE WORK PLANS</p><p>Contains Memorandum of Agreement between regional and central office which describes the program outputs and resources each will provide, progress reports, and related documents.</p><p>a. <u>Non-Permanent.</u> <u>Office of Record.</u> Close file at the end of fiscal year. Retain in inactive file for 1 year and destroy.</p><p>b. <u>Other Offices.</u> Cut off file at end of year. Retain 1 year and destroy.</p></del>		
58	<p>HSA AND SHPDA GRANT APPLICATION FILES</p> <p>Contain applications from Health Systems Agencies and State Health Planning and Development Agencies.</p> <p><u>Non-Permanent.</u> <u>Office of Record.</u> Retain 6 years and destroy.</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><del>63</del> 64</p>	<p>PHYSICIAN CAPACITY UTILIZATION SURVEY,          1973-74; 1975, 1979</p> <p>Machine Readable file of a periodic survey conducted by Mathematica Policy Research, as a subcontractor under a Rand Corporation contract with HEW in 1973-74 and then under direct contract to the Bureau of Health Professions. The survey was designed to measure important aspects of the market for medical care including waiting time for appointments, prices charged, number of visits and impact of the National Health Service Corps.</p> <p>a. Unsuppressed Master files. These files contain personal identifiers.</p> <p><u>Permanent.</u> Break files at the end of the resurvey and offer to NARS on SF258 when agency use has ended.</p> <p>b. Public Use Versions. The files consist of suppressed microdata and aggregated files.</p> <p><u>Permanent.</u> Break files at the end of the resurvey. Offer to NARS on SF258 when no longer needed for agency use.</p> <p>The Master file of this data is in the custody of the contractor, Mathematica Policy Research, Princeton, NJ. The Bureau of Health Professions will have to provide a written release to Mathematica before they will transfer the records to NARS.</p> <p>NATIONAL SAMPLE OF REGISTERED NURSES: 1977;1980</p> <p>One record per nurse in the sample arranged by survey identification number.</p> <p>Machine readable file of a periodic survey of a selected sample of registered nurses nationwide. The study was conducted by the American Nurses' Association under a contract from the Division of Nursing, Bureau of Health Professions. The 1977 sample survey was designed to provide detailed statistics on the registered nurse population; to access factors related to present and projected RN labor forces, and determine the effectiveness of a national sampling mechanism. The 1980 survey focused on post-RN-training educational experiences, the RN work experience, and methods used to achieve educational goals.</p>		<p>WITHDRAWN</p>

65  
/6

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>Permanent. Break file at the end of the survey and offer to NARS on SF258 when agency use ends.</p> <p>The Bureau of Health Professions also has the Registered Nurse Inventory for 1972 and 1977. This file is listed on the NCHS schedule (NCI-90-81-4, item 15.c.1.). The RN Inventory was originally conducted under contract to the former Bureau of Health Resources Development.</p> <p> James E. Jenkins HRSA Record Officer</p> <p style="text-align: right;"><u>8/9/83</u> Date</p>		