

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.
N1-90-88-1

DATE RECEIVED
10-8-87

1. FROM (Agency or establishment)
Department of Health and Human Services/Public Health Service

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Centers for Disease Control

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
National Center for Health Statistics - HEFOB

4. NAME OF PERSON WITH WHOM TO CONFER
Linda Querec
Linda Querec, PHS Records Officer

5. TELEPHONE EXT.
443-2055

DATE
2/5/88

ARCHIVIST OF THE UNITED STATES
[Signature]

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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 9/30/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	D. TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>This request to substantially increase the retention period for "Stand Files" is necessary as a result of a change in program focus from one-time surveys to longitudinal studies.</p> <p>"Stand Files" for HANES. For each stand (a county or group of counties drawn into the sample) a field office is located in a central location convenient to the examination center. Files of administrative documentation consist of sample selection (Master Lists); identifying information such as name, address, telephone number (control cards and/or green folders); authorization to release the examination data to the sample person's physician (Authorizations); descriptive information relative to the community is contained in "Stand Book."</p> <p>Authorized Disposition: Transfer to WNRC one year after the close of a stand or after analysis has been completed. Cutoff on Destroy 20 years after transfer. Cutoff.</p> <p>Concur: <i>[Signature]</i> 436-8267 7/13/87 Jean Findlay, HEFOB Extension Date</p> <p><i>[Signature]</i> 436-7006 7/14/87 NCHS Records Liaison Extension Date</p> <p><i>[Signature]</i> FTS 236-6706 7/16/87 CDC Records Liaison Officer Extension Date</p>	N1-90-81-4-18.B 5.	Transfer to WNRC 1 year after cutoff.