

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-090-89-005

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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.

Date Reported: 8/10/2022

N1-090-89-005

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-90-89-5

DATE RECEIVED

10-29-90

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

1. FROM (Agency or establishment)

Public Health Service

2. MAJOR SUBDIVISION

Health Resources and Services Admn. (HRSA)

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Querec



5. TELEPHONE EXT.

443-2055

DATE

7/13/91


ARCHIVIST OF THE UNITED STATES



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 19 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 10 23 90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE HHS RECORDS MANAGEMENT OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>Unscheduled Records of the Health Services Administration (HSA), the Health Services and Mental Health Administration (HSMHA) and Predecessor Agencies in the Holdings of the Washington National Records Center (WNRC)</u></p> <p>HSMHA was established as part of the Public Health Service on Apr. 1, 1968. It was created as a result of a reorganization order of the Director of the PHS and included all PHS functions not given to the newly created NIH, the Bureau of Health Manpower, and the National Library of Medicine. HSMHA was a large and unwieldy organization consisting of sixteen major components. HSMHA administered a wide range of health activities relating to disease control, basic medical research, environmental health, health services and</p>		

compliance, mental health and health resource development. It was abolished by reorganization order, effective July 1, 1973 and many of its functions transferred to the Center For Disease Control, The Health Resources Administration (HRA) and the Health Services Administration (HSA). The focus of this appraisal are the unscheduled records of HSMHA, HSA and predecessor agencies dealing with health services and resources. At present, efforts are underway to identify unscheduled records of the HRA and HRSA. These records will be appraised at a later date.

HSA was established as an independent agency in 1973 as a successor to several of the functions of the Health Services and Mental Health Administration (HSMHA) relating to community health, PHS hospitals and environmental health. Its primary mission, however, was to provide professional leadership in the delivery of health services. In 1982 HSA was merged with the Health Resources Administration (HRA) to form the Health Resources and Services Administration (HRSA). The records described below were retired to the WNRC by HSA although most were created by HSMHA or other predecessor agencies. The functions of many subordinate units have remained basically unchanged under various administrations and several are currently operating under HRSA. The records of the National Institute of Mental Health, a component of HSMHA from 1968-1973 have been appraised previously (NARA Job No. N1-90-88-8).

The following are components of HSMHA and HSA and Predecessor agencies whose unscheduled records are covered in this appraisal.

Predecessor Agencies of HSMHA

- Bureau of State Services (BSS), (apparently at one time called the Bureau of State Services and Community Health), was created in 1944 as a major division of PHS which administered Federal programs relating to the improvement and construction of hospitals and state health programs. Most of BSS's programs and functions were eventually transferred to HSMHA then the HSA, HRA and CDC.

- Bureau of Health Services. Established in 1967 as one of five major PHS operational divisions and

took over many of the programs of the Bureau of State Services. This Bureau was very shortlived. Many of its programs were absorbed by HSMHA in 1968.

Components of HSMHA

NOTE: During the late 1960's and in 1973, the responsibilities and functions of several of HSMHA's units and functions were transferred and/or split between the HRA, HSA, additional PHS agencies (i. e. the Environmental Health Service, NIH, CDC and the FDA) or newly created independent agencies such as the EPA.

HSMHA was established in 1968 with sixteen major components. The five components whose records are appraised in this job are:

- The Health Care Facilities Service. It administered a grant, loan, and loan guarantee program for the planning, construction, modernization, equipping, and utilization of health facilities, and provided consultation on hospital functions.

- The National Center for Health Services Research and Development. The center conducted and supported research and development and demonstrations addressing major national health care problems. Many of its functions were taken over by the Center for Disease Control in 1973.

- The Regional Medical Programs Services provided grants and professional and technical assistance to regional medical programs. It was terminated in 1974.

- National Clearinghouse for Smoking and Health was created in the late 1960's to direct the Federal Government's anti-smoking campaign and disseminate information about the health consequences of smoking.

- Bureau of Community Environmental Management gathered and disseminated information about the quality of the environment and its impact on health. Many of the functions of this agency were assumed by the Environmental Protection Agency in 1973.

Components of the HSA

- Bureau of Community Health Services (BCHS, also known as the Community Health Services, CHS). BCHS was established to improve the organization and delivery of health care by encouraging alternatives in health service delivery. It administered programs supporting health services to specific population groups lacking adequate health care services.

- Bureau of Medical Services (also Federal Health Programs Service). Provided direct health services and support for such services to certain legal beneficiaries of PHS. Provided national leadership to assist and encourage the development, improvement, expansion and integration of comprehensive area emergency medical services systems. The bureau was established in 1944, transferred to HSMHA in 1968, and the HSA in 1973. Many of its programs were transferred to other PHS units in the late 1960's and early 1970's. It was abolished in 1982.

- Indian Health Service. Provides comprehensive health services to eligible American Indians and Alaska Natives. From 1944-1973 the Indian Health Service was a Division of the Bureau of Medical Services.

The records covered by this schedule are grouped organizationally as follows: (I) Records of HSMHA Predecessor Agencies; (II) HSMHA Records and (III) HSA Records. They appear on the attached SF 115 in the same order.

I. HSMHA Predecessor Agency Records

A. Records of the Bureau of State Services (BSS), also called the Bureau of State Services and Community Health, (BSSCH).

1. -SUBJECT FILES OF THE OFFICE OF THE GENERAL MANAGER, 1944-65 (primarily 1955-63) (Bureau of State Services and Community Health).

Accession No. 90-66A1224; Boxes 62-84, 93-94, 102-

111. NOTE: BOXES 1-61, 85-92, AND 95-101 IN THIS ACCESSION HAVE BEEN DESTROYED; BOXES 109-110 ARE RECOMMENDED FOR PERMANENT RETENTION UNDER ITEM 2 BELOW.

Included are routine reports submitted by local Public Health Service facilities on expenditures and on personnel, approximately 1955-63; data gathered from other sources including census information and population trends by state and county; an analysis of formula grants in 25 states for 1962 (comparison of Federal funds with matching funds appropriated by States or local governments, not a qualitative study); and routine grant administration material such as correspondence, blank forms, extra copies of memos, travel vouchers, printing and duplicating requisitions, instructions, copies of relevant legislation, etc.

Arrangement: Subject Volume: 34 cubic ft.
Closed Series

Destroy Immediately

2. -PROJECT RECORDS, PROJECT GRANTS BRANCH, 1946-60
Office of Grants Management, (Bureau of State Services and Community Health).

Accession No. 90-66A1224, Boxes 109-110.

Records of the Project Grants Branch relating to state and local financial assistance plans. Under this program Federal funds were made available to states and local communities on a formula basis derived from the state's population. Most of the records in this series of two cubic feet are plans and background information filed alphabetically by state. There are also two inches of general material on the plan including a statement of allocation (1946), the formula plan for 1948, and the text of a speech on the plan given by Director C. H. Greve in 1949.

Arrangement: Alphabetical by state
Volume: 2 cubic feet
Closed series

PERMANENT: Transfer Immediately to the National Archives

3. -PROGRAM AND POLICY SUBJECT FILES, OFFICE OF THE BUREAU CHIEF, 1954-1960, (Bureau of State Services and Community Health).

Accession 090-66A-1238, Boxes 14-18.

These files contain a variety of records concerning the policies and programs of the Bureau of State Services and Community Health (BSSCH). Included in the records are biographical histories of agency officials, histories of PHS agencies, program planning memoranda, special reports, lists of accomplishments of the Bureau, a summary of "cooperative efforts of the BSSCH and the FDA" and miscellaneous records from various "program administration" panels. These records document the role and function of the BSSCH from 1954-1960.

Arrangement: Subject Volume: 5 cubic feet
Closed Series

Permanent: Transfer Immediately to the National Archives

4. -SUBJECT FILES, DIVISION OF SANITARY ENGINEERING, 1953-58, (Bureau of State Services).

Accession No. 090-61A0025, Boxes 1-18, Accession No. 090-63A0241, Boxes 1-33.

These records consist mainly of general correspondence relating to environmental engineering and health safety in food processing. Most of the records relate to the development and enforcement of local, state, and federal regulations concerning water and waste treatment, milk and fish production, radiation exposure and the use of pesticides. The records document the pollution of food and water supplies of many American cities from 1953-58 and concerns over the the pollution of water supplies during waste disposal. Also included in correspondence is discussion of the contamination of water aquifers during the production of nuclear material and discussions of the contamination of water supplies near nuclear reactors. This material documents early environmental concerns in the United States including concerns over nuclear reactors and waste disposal.

Arrangement: Subject Volume: 51 cubic feet
Closed Series

Permanent: Transfer Immediately to the National
Archives

5. -SUBJECT FILES, DIVISION OF NURSING, 1950-
64, (Bureau of State Services, (BSS)).

Accession 090-66A-1315, boxes 1- 28.

These records contain a wide variety of material including program files of the Division of Nursing Resources, general correspondence, a study of job satisfaction among nurses, hospital activity reports and records relating to the Nurse's Training Act of 1964. These records document the role and function of the Division of Nursing and contain documentation of significant issues relating to the training and professional status of PHS nurses.

Arrangement: Subject Volume: 28 cubic feet
Closed Series

Permanent: Transfer Immediately to the National
Archives

6. -SUBJECT FILES, AIR POLLUTION ENGINEERING AND
MEDICAL BRANCHES, 1955-60, Division of Engineering
Services, (BSS).

Accession 090-63A-5096, Boxes 1-23.

The majority of the records relate to the analysis of automobile exhaust pollution in major American cities and the resultant reduction in the health of the citizens of these cities. Subjects include, air pollution experiments, minutes of HEW National Advisory Committee on Air Pollution, review of community air pollution standards, improvements in the internal combustion engine, catalytic screens for automobiles and pollution and health experiments. The records are indexed by subject and last name of correspondent. The index is located in box 23.

Arrangement: Subject
Volume 23 cubic feet
Closed series

Permanent. Transfer Immediately to the National Archives

7. -PROJECT FILES OF THE AIR POLLUTION MEDICAL BRANCH, 1955-60, Division of Engineering Services, (BSS).

Accession 090-63A-5096, Boxes 24-31.

These files concern the study of air pollution levels and corresponding rates of diseases such as lung cancer and emphysema in major American cities. They include special studies and correspondence with a wide variety of state, local and federal health officials. These records document the early activities of the Federal Government in regards to the development and enforcement of air pollution standards and the investigations of the consequences of automobile air pollution on the health of American citizens.

Arrangement: Numerical by Project Number
Volume: 8 cubic feet
Closed series

Permanent: Transfer Immediately to the National Archives

B. Records of the Bureau of Health Services (BHS)

8. -DENTAL STATISTICAL REPORTS, Division of Direct Health Services), ca. 1960-1966.

Accession 090-67A-2073, boxes 1-3.

Division of Direct Health Services, Dental Operations Statistical Reports. These records consist mostly of monthly reports of dental operations at PHS dental clinics, 1960-66. They contain very general routine information such as number of patients served, amount of sick leave used by employees and type of procedure performed by the dentists. The records are obviously disposable.

Arrangement: Subject Volume: 3 cubic feet

Destroy Immediately

9. -CLINICAL FILES, 1961-63, Biostatistics Branch Drug

Study Records--Hypertension drugs and Oral Cytology.

Accession 090-67A-2073, boxes 4-10.

These records relate to drug and cytology studies conducted at PHS hospitals. The studies relate to the control of hypertension and oral cytology techniques. The records include survey forms (these contain personal medical history on patients which took part in the studies), notes, and computer printouts (incomplete). The records are very poorly organized and are incomplete. Boxes 8-10 contain records which are in poor condition and completely disorganized. The records do not contain substantive information explaining the studies or their results.

Arrangement: Numerically by case number, however many of the records are unarranged.
Volume: 7 cubic ft.

Destroy Immediately

10. -GENERAL CORRESPONDENCE FILES, 1959-65, Division of Hospitals and Medical Facilities.

Accession 090-68A-5219, boxes 1-23.

These records are extremely routine and relate mostly to grants given to hospitals by the Bureau of Health Service. The records concern the monitoring of construction projects financed by the grants. The records include such items as trip reports, travel vouchers, routine correspondence and work plans.

Arrangement: Subject Volume: 23 cubic feet

Destroy Immediately

II. HSMHA RECORDS

A. Records of the National Center for Smoking and Health

11. -SUBJECT FILES, RECORDS OF THE OFFICE OF THE DIRECTOR, 1967-69, National Clearinghouse for Smoking and Health (a division of HSMA).

Accession No. 90-72B3044, Boxes 80-81.

Some of the correspondence consists of responses to routine requests for information, but there is also substantive information about the NCSH's anti-smoking campaign and on the Federal Government's position on issues related to smoking. These files contain press releases, transcripts of radio and video broadcasts, and speeches and statements by NCSH Director Daniel Horn.

Arrangement: Subject Volume: 2 cubic feet
Closed Series

Permanent: Transfer immediately to the National Archives

12. -SURVEY DATA, 1966-71, National Clearinghouse for Smoking and Health, (a division of HSMHA).

Accession Nos. 90-71A6788, Boxes 1-130; 90-72B3044, Boxes 1-39, 43; 90-72C3044, Boxes 44-79. NOTE: BOXES 80-81 OF ACCESSION NO. 72C3044 IN THIS SERIES ARE RECOMMENDED FOR PERMANENT RETENTION UNDER ITEM 11ABOVE.

Most of the material in this series is survey data collected between 1966 and 1970. Questionnaires and interviews were used to gather information on attitudes toward smoking and on prevalence of smoking among adults, teenagers, former smokers, etc. There is a small amount of other material in accession 90-72C-3044, namely grant applications (Boxes 76-77) and routine housekeeping records (Boxes 78-79), that is also disposable.

Arrangement: Chronologically Volume 349 cubic feet

Destroy Immediately

B. Records of the Health Care Facilities Service

13. -GENERAL CORRESPONDENCE AND SUBJECT FILES, 1964-69, Health Care Facilities Service, (a division of HSMA).

Accession No. 90-72A1536. Boxes 1-14.

The files contain correspondence, general

administrative records, contracts, published proceedings of the Association of State and Territorial Health Officers annual meetings, 1948-65. The general correspondence consists of responses to requests for information signed by various staff officers; and routine information and administrative files including personnel, regulations, contracts, etc. These files do not contain policy information or reflect the program operations of the office. The published proceedings of the annual meetings of the Association of State and Territorial Health Officers are in the Association's archives at the National Library of Medicine.

Arrangement: Subject, contracts and proceedings are arranged chronologically
Volume: 14 cubic ft.

Destroy Immediately

C. Records of the National Center for Health Services Research and Development

14. -GENERAL SUBJECT FILES, ca. 1968-70, Health Institutions Branch, National Center for Health Services Research and Development, (HSMHA).

Accession No. 090-70A4202, Boxes 1-3.

These records are very routine in nature and include grants, contract, miscellaneous procurement records, general correspondence and a wide variety of records relating to the administration of building projects and the purchase of medical equipment for hospitals. These records are clearly disposable.

Arrangement: Subject Volume: 3 cubic ft.

Destroy Immediately

15. -UNFUNDED GRANT RECORDS, 1972, National Center for Health Services Research and Development, Experimental Health Services Delivery Systems, (HSMHA).

Accession No. 90-73-0034, Boxes 1-3.

Unsuccessful grant applications submitted in 1972

and "potential" applications for 1972 and 1973.

Arrangement: Chronologically Volume: 3 cubic feet

Destroy Immediately

D. Bureau of Community Environmental Management

16. -SUBJECT FILES OF THE ENVIRONMENTAL SANITATION PROGRAM, 1968-70, Bureau of Community Environmental Management (a division of HSMHA).

Accession No. 90-73A1262, Boxes 1-20.

Records of the Environmental Sanitation Program, a division of the National Center for Urban and Industrial Health. The function of this program seems to have consisted largely of information gathering and "improvement campaigns" on a variety of environmental topics. This is an information file and does not include policy or program material. Subjects include milk and food supply, water supply and sewage, and "recreational sanitation." At least half of the accession consists of information about plumbing and waste water treatment.

Arrangement: Subject Volume 20 cubic feet

Destroy Immediately

E. Records of HSMHA's Office of Procurement and Material Management

17. -PROCUREMENT FORMS, ca. 1966-70, Office of Procurement and Material Management, (HSMHA).

Accession No. 90-72A1747; Boxes 1-6.

Obsolete forms produced by the Forms Printing and Records Management Section, including masters, order forms, blank copies of forms, etc.

Unarranged Volume: 6 cubic ft.

Destroy immediately

III. RECORDS OF THE HSA

A. Records of the Bureau of Community Health Service, (BCHS), also known as the Community Health Service.

18. -SURVEY RECORDS OF THE HOUSEHOLD HEALTH SURVEY, Division of Monitoring and Analysis, 1921-23, (designated "Original 1921 Survey" on SF 135), with followups in 1929, 1935, and 1943.

Accession No. 90-75-0308, Boxes 28-35.

This was a house-to-house survey of a Maryland community (possibly Hagerstown) containing extensive information on each household. Information includes name, age, sex, race, marital status, relationship to head of household, and occupation of each household member, as well as disease and immunization history for each. The interviewer returned approximately four times a year in 1922 and 1923, and annually in 1929, 1935, and 1943 to update the health information. Also included on the original form are type of plumbing and water supply, source of milk supply, whether the house was rented or owned, length of residence in house and locality, and previous place of residence. Margin notes appear to be household income or earnings of the head of household. The wealth of information collected in this survey recommends it for permanent retention although it is unclear where the survey was conducted.

Arrangement: Alphabetical by street name; thereunder numerical by street number.
Volume: 8 Cubic feet
Closed Series

PERMANENT: Transfer to the National Archives on approval of request.

19. -MORBIDITY STUDY RECORDS, 1921-30, including physical school records, 1920s, family birth records, 1920s, and heart-lung studies, 1930s, Division of Monitoring and Analysis.

Accession No. 90-75-308; Boxes 1-27, 36-45. NOTE: BOXES 28-35 OF THIS SERIES ARE RECOMMENDED FOR PERMANENT RETENTION UNDER ITEM 18 ABOVE.

These studies were conducted in various locations in Washington, D.C. and Maryland. They are less

comprehensive than the "Original 1921 Survey" (see item 18) and therefore of far less historical value. The Morbidity Study was apparently a follow-up of school illness records obtained from various public schools in Washington and Maryland. The Physical School Records consist of routine physical exams recording name of pupil, address, school, height, weight, reflexes, and other routine information. The Family Birth Records contain name and birthplace of father and mother, date of birth and sex of each child; age of parents at birth of each child; occupation of father; and sometimes date of marriage. City of residence is recorded but not address. The original purpose of the study is not defined and therefore, its historical value consequently is limited. The Heart/Lung records in the WNRC are the products of a survey conducted in Hagerstown, Maryland in 1938. Information recorded consists of name, age, sex, race, school, and address of each child. The only medical information is chest measurement; x-ray results with date and amount of exposure; and, in some cases, TB test results, EKG, and/or heart measurements.

Arrangement: Subject Volume 38 cubic ft.

Destroy Immediately

20.

-HSA GRANT RECORDS, (BCHS), 1968-74.

Accession No. 90-76-309. Boxes 1-44.

Routine management files relating to grants administration including guidelines, procedures, forms, legislation and regulations, travel vouchers, purchase orders, log registers advice of allowances, and approval Lists. Also included are project grant files including applications, expenditure reports, correspondence, and often a progress report that appears to be the final grant report. The subjects of the grants include HMO Projects, formula grants, dental health, children and youth, intensive care projects, maternity and infant care, mental retardation, and migrant health. The grants were usually given to state or local health systems.

Arrangement: Subject Volume 44 cubic feet

Cut off at the close of the case and
transfer to the Federal Records Center.
Destroy when 25 years old.

W. Kolbe 10/18/90

DISPOSABLE. ~~Destroy on approval of request.~~

21.

-PROJECT FILES--HEALTH SERVICE PROJECT GRANTS,
1966-73, (BCHS).

Accession 90-76-302, boxes 1-73.

These general health grants were given to a wide variety of institutions and programs supported by the Bureau of Community Health Services including health plans, clinics for the poor and elderly, drug rehabilitation programs, dental facilities and a wide variety of programs relating to improvements in diet, exercise and health education among specific disadvantaged groups. The records include routine correspondence, trip reports, routine forms and a wide variety of documentation dealing with grant funds. Most of the grants went to support general health facilities such as hospitals and therefore, do not contain specific information regarding a special program or activity.

Arrangement: Numerically, by grant number
Volume 73 cubic feet

Disposition: Destroy immediately ms 10/30/90

B. Records of the Bureau of Medical Services (BMS), also referred to as the Federal Health Programs Service)

Records of the Division of Hospitals, (BMS)

The Division of Hospitals was a unit of the BMS primarily responsible for the administration of PHS hospitals and health programs and experiments under their control)

22.

-ANNUAL REPORTS, 1957-63, Division of Hospitals.

Accession 09-64A-674, Boxes 23-26, Accession 090-76-306, box 1, Accession 090-67C-2073, box 11-12, Accession 090-66H-1389, boxes 13-17.

Division of Hospitals, annual narrative reports of PHS hospitals 1957-1963 and 1971. These reports contain data on PHS hospitals administered by the BMS. The data includes accomplishments of hospitals, profiles of employees, statistical data on patients and outpatient treatment and important hospital events. These records contain very complete and specific data on PHS hospitals across

the country.

Arrangement: Alphabetical by Name of Hospital (some of the folders are not in proper order),
Accessions 090-76-306 and 090-66H-1389 arranged by hospital thereunder chronologically by fiscal year.

Volume: 12 cubic feet
Closed Series

Permanent: Transfer Immediately to the National Archives

23. -SUBJECT FILES, 1948-61, Division of Hospitals, (BMS).

Accession 90-64A-674, boxes 15-22, Accession 090-64C0381, Boxes 1-44.

These records relate to a wide variety of subjects concerning the administration of PHS hospitals, clinics, and research facilities. The records are extremely routine and generally relate to the purchase of equipment and real estate, routine correspondence and the administration of hospital personnel and budgets.

Arrangement: Subject Volume: 44 cubic feet

Destroy Immediately

24. -STAFFING STUDIES, 1962-64, Division of Hospitals, (BMS).

Accession 0909-66E-1389, boxes 7-12.

Records for the Study, "Methodology for Determining Staffing Requirements." Records created for a study which would determine staffing requirements based on patient load in PHS hospitals. The records include blank survey forms, miscellaneous reference material, correspondence, and notes. Also included is a number of questionnaires given to merchant marines regarding their use of PHS hospitals (box 10). The forms seem incomplete and there is no documentation regarding the uses of the forms. Given the number of blank forms in this material, it is probable that the survey was never carried out.

Arrangement: Chronologically Volume: 6 cubic feet

Destroy Immediately

25. -HEATH UNIT AGREEMENTS AND CORRESPONDENCE FILES, 1948-58, Division of Hospitals, (BMS).

Accession 090-66G-1389, boxes 18-19.

These records generally relate to contractual agreements between PHS and contractors to provide maintenance functions on PHS hospitals. They also contain general correspondence and records relating to routine budget submissions and general accounting.

Arrangement: Subject Volume: 2 cubic feet

Destroy Immediately

Records of the Division of Indian Health (renamed the Indian Health Service in 1973)

26. -SUBJECT FILES, 1955-58, Indian Health Service, Environmental Sanitation Branch, (BMS).

Accession 090-63A-377, Boxes 1-24.

These records concern the monitoring and improvement of health conditions in Indian communities. The majority of the records are "trip reports" which were written by Indian Health employees during visits to Indian communities and reservations. The reports document such things as unsanitary conditions, health programs and attitudes of the Indian populace towards these programs and efforts to improve health conditions. In addition, some of the records relate to issues such as health education for Indians and the construction of waste and water treatment plants. As opposed to the general subject files of the Division of Indian Health appraised under item 27, these records contain valuable information on the conditions in Indian reservations in the late 1950's. The detailed trip reports contain rich documentation of the conditions in the Indian communities.

Arrangement: Subject Volume: 24 cubic feet

Permanent: Transfer Immediately to the National Archives

27. -GENERAL SUBJECT FILES--REGIONAL OFFICES, 1959-68, Division of Indian Health, (BMS).

Accession 90-64A-0674, boxes 1-14, Accession 90-65A0406 boxes 1-10 (boxes 1-7 were withdrawn by PHS), Accession 90-70A-3840, boxes 1-12, Accession 90-71B-4886, boxes 1-17, Accession 90-67A-0442, boxes 1-18, Accession 90-67A-1986, boxes 1-14, Accession 90-66D-1389, boxes 1-6, Accession 90-68A-5218, boxes 1-12¹⁹, Accession 90-73-019, boxes 1-6, Accession 90-75-304, boxes 1-29, and Accession 90-71A-4886, boxes 1-17.

ms 3/12/91

Division of Indian Health General Subject Files Pertaining to Regional Office Activity. These records relate to a wide variety of subjects concerning the operation and construction of Indian hospitals and clinics in the United States. The records generally relate to the purchasing of medical equipment and dental equipment, the construction of medical facilities such as operating and X-ray rooms, clinics and hospitals, the repayment for medical services and the routine operation and administration of established health programs. The records also contain a large amount of such routine material such as contracts, worksheets, vouchers, travel authorization forms, copies of SF-50's.

Arrangement: Subject Volume: 190 cubic feet

Destroy Immediately

Records of Other Operational Units of the BMS

- 28 -SUBJECT FILES, 1945-66, U. S. Marine Hospital, National Leprosarium, Carville, Louisiana, (Federal Health Programs Service).

Accession No. 90-73-96, Boxes 1-2.

Records collected by the Assistant Surgeon General for the Federal Health Programs Service, the senior Public Health Service official responsible for administration of the National Leprosarium. The records provide important information about the

leprosarium and about government efforts to treat and care for victims of Hansen's Disease. Included are correspondence of the Assistant Surgeon General for FHPS (notably R.C. Williams, 1945-46); reports from and information about Dr. Eugene Kellersberger, a crusader who toured leprosariums around the world in the 1940s trying to improve conditions at these facilities (includes one photograph of Dr. Kellersberger with patients at Carville); several issues of The Star, a magazine published by patients at Carville in the 1940s and 50s; one letter from a patient describing the fear caused by her disease among the general public and even among doctors; several reports of the Medical Director to the Leonard Wood Memorial Advisory Medical Board (American Leprosy Foundation), 1951-58; correspondence and reports of the Ad Hoc Committee on Hansen's Disease, 1960 (folder includes two 45 rpm vinyl recordings which may be committee minutes); correspondence and reports of the Inter-Bureau Advisory Committee on Leprosy, approximately 1956-59; an information file titled "Facts on Leprosy"; and an issue of a magazine containing a story on Carville with photographs of patients.

Arrangement: Subject Volume: 2 cubic feet
Closed Series

PERMANENT. Transfer immediately to the National Archives

29. -PHS HOSPITAL STATISTICAL REPORTS, 1949-57,
(Statistics on Medical Care), Data Management
Branch, (BMS).

Accession 090-67A-2073, boxes 13-17.

Combined medical statistics for PHS and NIH hospitals and contract facilities. The data includes information on type of beneficiary treated (i.e. merchant marine, PHS beneficiary, etc.), type of medical care the patient received, numbers of patients (inpatient and outpatient), average length of hospital stays and other data associated with hospital services and physician care.

Arrangement: Chronologically Volume: 5 cubic
feet
Closed Series

PERMANENT. Transfer immediately to the National Archives.

30 -SANITARY ENGINEERING SUBJECT FILES, 1959-60. Division of Engineering, (BMS).

Accession 090-64A0112, boxes 1-21.

These files consist mainly of routine correspondence between BMS officials and state sanitation departments concerning procedures governing the regulation of food sanitation. Most of the records relate to the regulation of the sale and processing of shellfish and milk. Given the large percentage of non-record materials found in the files (e. g. copies of magazine articles and state publications,) the records are extremely routine and probably served primarily as a reference file.

Arrangement: Subject

Volume: 21 cubic feet

Destroy Immediately