

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. N1-90-90-9	DATE RECEIVED 3-23-90
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 disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Office of the Assistant Secretary for Health			
4. NAME OF PERSON WITH WHOM TO CONFER Linda Querec PHS Records Officer	5. TELEPHONE EXT. 301-443-2055	DATE 3/22/91	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 3 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 3/15/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The Office of Population Affairs is a staff office in the Office of the Assistant Secretary for Health. Activities within the office include adolescent pregnancy and family planning programs.</p> <p> Acting Grants Management Officer, Office of Population Affairs</p> <p>Concurrence with changes</p> <p> PHS Records Officer</p> <p><i>Copies sent to agency, NN-W, NNT 6/10/92</i></p>		

1. Adolescent Family Life Grant Case Files. These records are created and accumulated in carrying out the Adolescent Family Life Program enacted as part of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35) under Title XX of the Public Health Service Act (PHSA). The purpose of the program is to develop and test family centered approaches for providing 1) prevention services to encourage unmarried teens to postpone sexual activity, 2) effective care services for pregnant adolescents and adolescent parents, and 3) to support research that contributes to the understanding of the broad issue of adolescent pregnancy.

- a. **Applications for and Final Reports of Adolescent Family Life Grants.**

- Disposition: PERMANENT. Place in inactive file upon closeout of grant. Transfer to the National Archives in 6 year blocks when 2 years old.

- b. **Awards and Follow-up Documentation for Adolescent Family Life Grants.** These records consist of individual project folders on funded grant award to public and private institutions. They include the award letter, supplemental requests, and reports on financial status, progress, evaluation and site visits.

- Disposition: TEMPORARY. Place in inactive file upon closeout of grant. Retire to the FRC two years after closeout. Destroy when 6 years and 3 months old.

2. Adolescent Health Services Grants Case Files. These records are created and accumulated in carrying out Title VI of the Adolescent Pregnancy Program enacted by P. L. 95-626 in 1978 and superseded by Title XX of the PHSA in 1981. The objectives of the program are, 1) to develop and expand services to prevent initial and repeat pregnancies among adolescent, 2) to encourage linkages among public and private community organizations providing services for pregnant adolescents and adolescent parents, and 3) to assist pregnant adolescents and adolescent parents to become productive, independent contributors to family and community life.

- a. **Applications for and Final Reports of Adolescent Health Services Grants.**

- Disposition: PERMANENT. Place in inactive file upon closeout of grant. Transfer to the National Archives in 6 year blocks when 2 years old.

- b. **Awards and Follow-up Documentation for Adolescent Health Services Grants.** These records consist of individual project folders on funded grant award to public and private institutions. They include the award letter, supplemental requests, and reports on financial status, progress, evaluation and site visits.

- Disposition: TEMPORARY. Place in inactive file upon closeout of grant. Retire to the FRC two years after closeout. Destroy when 6 years and 3 months old.

3. Family Planning Program Grant Case Files. The Family Planning Services and Population Research Act of 1970 (P. L. 91-752) established Title X of the PHSA as the major direct source of Federal support for family planning services programs. The program authorizes three project grant award programs: 1) for voluntary family planning services (currently awarded through the 10 PHS Regional Offices), 2) for research to improve services delivery, and 3) for grants to train family planning personnel. The grants for research and training are awarded through the Family Planning Program's Headquarters Office and are the focus of this schedule. These files are accumulated by the Office of Population Affairs, Family Planning Program.

- a. **Applications for and Final Reports of Family Planning Program Grants.**

Disposition: PERMANENT. Place in inactive file upon closeout of grant. Transfer to the National Archives in 6 year blocks when 2 years old.

b: Awards and Follow-up Documentation for Family Planning Program Grants. These records consist of individual project folders on funded grant award to public and private institutions. They include the award letter, supplemental requests, and reports on financial status, progress, evaluation and site visits.

Disposition: TEMPORARY. Place in inactive file upon closeout of grant. Retire to the FRC two years after closeout. Destroy when 6 years and 3 months old.

CONTENTS OF OPA GRANTS FILES

1. Notice of Grant Award
2. Quarterly Financial Report of grantee
3. Correspondence concerning financial reports
4. Checklist of papers required with application
5. Basic personnel policies of grantee organization
(EEO compliance statement)
6. Grantee's purchasing and procurement policies
(Compliance with government regulations)
7. Grantee's property management policies
8. Interim guidelines for physical validation of
inventory of grantee
(financial assurance)
9. Report on examination of financial statement
(CPA's statement)
10. Grantee's quarterly reports†
(progress of work)
11. Background of those working on the project
(Professional qualifications, financial
assurances.)
12. Background of the grantee's organization†
(University, research foundation, etc.)

CONTENT OF APPLICATIONS

1. Program Summary
2. Administrative structure of organization
3. Statement of need
4. Socio-economic structure group under study†
5. Project goals, objectives and methodology†
6. Project budget†

†included or summarized in final report

CONTENTS OF FINAL REPORT

1. Background of organization receiving the grant
2. Description of the project
3. Organization structure of the project
4. Budget information (summarized)
5. Evaluation of projects goals and objectives
6. Data and analysis
7. Copies of questionnaires (when part of the project)
and data and analysis of responses
8. Final analysis of project