

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

51 items (See Instructions on Reverse) *90*

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION
Public Health Service

3. MINOR SUBDIVISION
Public Health Service Regional Offices

4. NAME OF PERSON WITH WHOM TO CONFER
Carl E. Mann

5. TEL. EXT.
443-2055

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED OCT 9 1975	JOB NO NC - 90-76-2
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 "with drawn" in column 10	
11-26-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

10/8/75 *Russell O. Hess*
Russell O. Hess

Dept. Records Mgmt Officer

Date (Signature of Agency Representative) (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>RECORDS CONTROL SCHEDULE FOR USE BY THE PUBLIC HEALTH SERVICE REGIONAL OFFICES, DHEW REGIONS</p> <p>Each PHS Regional Office is responsible for directing PHS programs and activities within assigned area of responsibility in order to assure a coordinated effort in tune with PHS and national policies and State and local needs. The PHS Regions interprets PHS and national policies and guidelines, establishes regional goals and objectives, monitors progress and accomplishments and reviews and redirects the regional effort accordingly; develops the overall regional budget proposal based on national priorities and regional work plans; determines types of personnel needed, recruits and selects, and evaluates performance of regional staff; awards decentralized health grants and contracts in accordance with PHS and national policies and guidelines and State and local needs; and assures program implementation and continuity. Each PHS Regional Office is headed by a Regional Health Administrator who reports to the Assistant Secretary for Health. Each Regional Office is comprised of the Office of Planning and Evaluation, Office of Management Support, Office of State Coordination, Division of Financing and Health Economics, Division of Quality and Standards, Division of Health Services, Division of Resource Development, and Division of Prevention.</p>		

11/21/75 *Changes with approval of Carl Mann*
Copies to Agency & All HRC's 12-3-75

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
1	<p>PART I. <u>GRANT AND CONTRACT PROGRAM RECORDS</u></p> <p>The most common type of program in PHS is the disbursement of Federal monies through various contract and grant programs. Some grants are approved at the PHS Headquarters, and some by the Regional Health Administrators, PHS Regions. The office of record for grant materials is the office having approval authority.</p> <p><u>CONTRACTS.</u> See Item 4 of Schedule 3, GSA General Records Schedules, for disposition to be taken on record materials pertaining to contracts for Health Services. The GSA General Records Schedules are included in the HEW Records Management Manual as Appendix "A".</p> <p><u>GRANTS.</u> Formula grant programs distribute monies according to a formula established by the basic legislation of each program. The formula may be based on population, ethnic distribution, presence of Federal activities, etc. In discretionary grant programs PHS determines the grantee and the dollar amount of the specific grant more subjectively. Certain records pertaining to construction grant programs are accorded longer retention periods due to specific legal requirements to retain written guarantees made by States or institutions.</p> <p><u>Discretionary Grant Programs:</u> These grants are made in support of an individual project in accordance with legislation which permits the grantor agency to exercise judgment in selecting the project, the grantee, and the amount of award. PHS components administering discretionary grant programs are required to generate two distinct types of records as follows:</p> <p>a. <u>General Program Information File</u> - The office of record for this file will normally be the PHS Agency program office. These records must include -</p> <p>(1) Program announcement, program management procedures (regulations), and terms and conditions of the grants program.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when superseded or rescinded.</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>(2) Lists of application evaluators and instructions to evaluators.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when superseded.</p> <p>(3) These records may also include -</p> <p>(a) Authorizing legislation.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when superseded or expires.</p> <p>(b) Federal Register documents.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when rescinded or obsolete.</p> <p>(c) General counsel and court opinions.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when obsolete.</p> <p>b. <u>Official Grant File:</u> This file is maintained for each grant awarded. These records must include official file copy of application evaluation documentation (including documents concerning review of applications and progress reports), financial reports, award notice, grant closeout documents (including progress reports), and correspondence. These records may also include assurances and certifications (for civil rights, protection of human subjects, animal welfare, and invention statements), records of required clearances, site visit reports, and audit reports.</p> <p><u>Authorized Disposition:</u> Office of record - Transfer to FRC 2 years after final closeout or upon resolution of any adverse audit findings, whichever is later. Earlier transfer to</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
2	<p>FRC is authorized if there are no adverse audit findings outstanding. Destroy 4 years after transfer to FRC.</p> <p>All other offices - Destroy 3 years after final closeout.</p> <p><u>Formula Grant Programs:</u> A formula grant is one in which funds are provided to specified grantees on the basis of a specific formula prescribed in legislation or regulation, rather than on the basis of an individual project review. The formula is usually based on such factors as population, per capita income, enrollment, mortality, and morbidity. These grants are generally mandatory. PHS components administering formula grant programs are required to generate two distinct types of records as follows:</p> <p>a. <u>General Program Information File</u> - The office of record for this file will be the awarding component grants management activity. These records must include -</p> <p>(1) Program management procedures (regulations), terms and conditions, and State plan check lists.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when superseded or rescinded.</p> <p>(2) These records may also include -</p> <p>(a) Authorizing legislation.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when superseded or expires.</p> <p>(b) Federal Register documents.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when rescinded or obsolete.</p> <p>(c) General counsel and court opinions.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when obsolete.</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
3	<p>b. <u>Official Grant File</u>: This file is maintained for each annual formula grant awarded. These records must include official file copy of application or State plan and certification documents (as applicable), budget information, State plan checklist, award notice, progress reports, annual expenditure reports, and correspondence. These records may also include site visit reports and audit reports.</p> <p><u>Authorized Disposition</u>: Office of record - Transfer to FRC 2 years after final closeout or upon resolution of any adverse audit findings, whichever is later. Earlier transfer to FRC is authorized if there are no adverse audit findings outstanding. Destroy 4 years after transfer to FRC. All other offices - Destroy 3 years after final closeout.</p> <p><u>Construction Grant Programs</u>: Construction grants are awarded to provide support for building, expanding and modernizing health facilities. Construction grants may be either discretionary project grants or formula grants, depending upon the legislative authority of the individual grant program. Two distinct types of records are generated, a general program information file and an official grant file. The contents will vary somewhat, depending on whether the program is a discretionary or formula grant program.</p> <p>a. <u>General Program Information File</u>: The office of record for this file will normally be the PHS Agency Program Office. These records must include -</p> <p>(1) Program announcement, program management procedures (regulations), and terms and conditions of the grant program.</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><u>Authorized Disposition:</u> All offices - Destroy when superseded or rescinded.</p> <p>(2) Lists of application evaluators and instructions to evaluators.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when superseded.</p> <p>(3) These records may also include -</p> <p>(a) Authorizing legislation.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when superseded or expires.</p> <p>(b) Federal Register documents.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when rescinded or obsolete.</p> <p>(c) General counsel and court opinions.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when obsolete.</p> <p>b. <u>Official Grant File:</u> This file is maintained for each grant awarded by PHS.</p> <p>(1) These records must include official file copy of application, evaluation documentation (including documents concerning review of applications and progress reports), financial reports, award notice, grant closeout documents (including progress reports), and correspondence, environmental impact statements, inspection reports, equipment lists, bid lists and documents, and performance and other bond documents.</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
4	<p><u>Authorized Disposition:</u> Office of record - After last payment is made transfer to FRC. Destroy when 20 years old.</p> <p>All other offices - Destroy 3 years after final closeout.</p> <p>(2) These records may also include -</p> <p>(a) Authorizing legislation.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when rescinded or obsolete.</p> <p>(b) Federal Register documents.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when rescinded or obsolete.</p> <p>(c) General counsel and court opinions.</p> <p><u>Authorized Disposition:</u> All offices - Destroy when obsolete.</p> <p><u>State Plans:</u> These plans are submitted annually and describe what the States propose to do with federal money for the upcoming year. The plans often recapitulate the previous year projections as compared to achievements, problems encountered etc. Grants and Contracts Management Branch, PHS Region, is the office of record.</p> <p><u>Authorized Disposition:</u> Office of record - Transfer to FRC when 2 years old. Destroy when 5 years old, or after final payment to grantee, or after resolution of any adverse audit findings, whichever occurs later.</p> <p>All other offices - Destroy when 2 years old or earlier if no longer needed.</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
5	<p><u>Final Reports - Grants and Contracts:</u> Final reports are not required or furnished on all grants and contracts. They are usually required on contracts and grants having historical or research value. Final reports contain information such as authority, background, problems, discussion, findings, conclusions, and recommendations.</p> <p><u>Authorized Disposition:</u></p> <p>Office of record -</p> <p><i>A. Permanent. Transfer to FRC when 2 years old.</i> Retain permanently not to exceed 1% in any given year, samples of significant final reports with related grants and contracts having historical and research value. Offer to National Archives 5 years after final payment to grantees or after resolution of any adverse findings, whichever occurs later.</p> <p>Transfer all other final reports to FRC when 2 years old, and destroy 5 years after final payment to grantees or after resolution of any adverse audit findings whichever occurs later.</p> <p><i>B. All other offices -</i></p> <p>Destroy when 2 years old or earlier if no longer needed.</p>		
6	<p><u>Audit Reports:</u> These reports are primarily concerned with the grant and contract programs. Audits are conducted by HEW and GAO for detection of fraud, misrepresentation, illegal use of monies, false certification, etc. Any discrepancies are noted in the reports and are required to be resolved before the records are closed out.</p> <p><u>Authorized Disposition:</u> Transfer to the FRC when 1 year old unless needed for a longer period due to adverse audit findings. Destroy when 4 years old or when any adverse audit findings are resolved whichever occurs later.</p>		
7	<p><u>PART II. OTHER PROGRAM RECORDS</u></p> <p><u>Foreign Quarantine Program:</u> The purpose of this program is to protect the nation against introduc-</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>tion of diseases from foreign countries to include an overseas program for medical examination of immigrants to the U.S.; exchange of quarantine information with other Federal Government agencies, State and local health departments, and industries; exchange of liaison with international organizations in order to develop international quarantine agreements; and studies on health hazards, prevention, and disease introduction into the U.S. The office of record for these files is located at the PHS Headquarters. The PHS Regions maintain working copies of these files. The files consist of or relate to regulations, directives, and guidelines for day-to-day operations; meetings; periodic reports on border surveillance; statistical reports on persons quarantined and reasons therefor; reports on incidence, distribution, and control of diseases introduced into the U.S.; and general correspondence.</p> <p><u>Authorized Disposition:</u> Destroy when 4 years old, superseded, or no longer needed.</p>		
8	<p><u>U.S. - Border Nations Public Health Associations:</u> These associations are established to promote implementation of health agreements between the countries concerned and International Health Regulations. They exchange information on health matters, take measures to resolve mutual problems, and plan future actions in promoting better health relations. The office of record for these files is located at the PHS Headquarters. These are working files consisting of or relating to agendas, meetings, workshops, recommendations, summaries, progress reports, agreements, and general correspondence.</p> <p><u>Authorized Disposition:</u> Destroy when 3 years old or earlier if no longer needed.</p>		
9	<p><u>Research Materials - Disease Control:</u> These are research materials published by activities outside the PHS Regions and used by the regions as general information. They consist of booklets, pamphlets, articles, summaries, etc. on such technical medical subjects as botulism, cholera, gastroenteritis, dyptheria, encephalitis, hepatitis, influenza, Hansen's disease, malaria, measles, meningitis, mycoses, poliomyelities, rabies, salmonella, shigella, small</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
10	<p>pox, and rebella.</p> <p><u>Authorized Disposition:</u> Destroy when no longer needed or superseded.</p> <p><u>Professional Standards Review Organizations:</u> These organizations are selected to carry out peer review of health services programs including Medicare and Medicaid. The organizations are comprised of professionals from public and private activities qualified to conduct utilization reviews relating to budgeting, accounting, statistical reporting, auditing, operations, and medical services. The agreements for their services are funded by the Federal Government. The PHS Headquarters is the office of record. The PHS Regions oversee implementation of the program.</p> <p>a. Copies of agreements; PSRO recommendations, evaluations, reviews, periodic reports, and summaries; and general correspondence.</p> <p><u>Authorized Disposition:</u> Transfer to the FRC when 2 years old. Destroy when 6 years old or earlier if no longer needed.</p> <p>b. Materials relating to selection of PSRO area boundaries by the PHS Regional staff such as agendas, meetings, minutes, evaluations, conclusions, recommendations, general correspondence, and maps and transparencies showing recommended PSRO area designations for PHS Headquarters approval.</p> <p><u>Authorized Disposition:</u> Destroy when 4 years old or when PSRO area designations are approved whichever occurs later.</p> <p>c. Mailing lists of physicians and medical care providers of service located within the PSRO Regional area.</p> <p><u>Authorized Disposition:</u> Destroy when 2 years old or earlier if no longer needed.</p> <p>d. Newspaper clippings, new releases and other publication media indicating local response to</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
11	<p>the PSRO program.</p> <p><u>Authorized Disposition:</u> Destroy when 2 years old or earlier if no longer needed.</p> <p><u>Nutrition:</u> This program is concerned with regulatory approaches to improve nutrition; advice to public and private entities on nutritional matters; research and analysis; determination of nutritional value in various foods; and liaison with international, national, public, and private nutritional scientific communities. The office of record is located at the PHS Headquarters. These records consist of basic nutrition data, research studies, surveys and evaluations on nutrients, standards, policies, conferences and workshops, food programs, training, surveys, and general correspondence.</p> <p><u>Authorized Disposition:</u> Destroy when 5 years old or earlier if not needed. Transfer to FRC when no longer needed for day-to-day operations.</p>		
12	<p><u>PHS Region Annual Work Plan:</u> These plans reflect forecasted goals to be achieved by the PHS Regions. They are prepared and used along the concept of "Management By Objectives", and are updated periodically. They reflect the Region's national health strategies based on resources availability.</p> <p><u>Authorized Disposition:</u> Destroy when 3 years old or earlier if no longer needed.</p>		
13	<p><u>Provider Services - Quality and Standards:</u> This program is concerned with the review and certification of health care providers (nursing facilities, intermediate care facilities, ambulatory X-ray units home health care agencies, uncertified hospitals, independent laboratories, and ambulatory centers) subject to the provisions of the Social Security Act. The program is also concerned with the monitoring of State Agency performance, on-the-job training in upgrading the quality of health care personnel, improved provider certification at the State and local levels, professional consultation to Professional Standards Review Organizations (PSRO), monitoring performance of PSRO's, and advising regional staff on implementation of approved PSRO recommendations.</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
14	<p>The provider service program subjects involved are - surveys, utilization reviews, certifications, ambulatory centers, anesthesia, budgets, complaints, emergency claims, home nursing, medicaid, medicare, and nutrition. These are short term program monitoring files maintained and used within the PHS Regions. These files consist of or relate to working conferences and meetings; trip reports, on-site visits, meetings, consultations, inspections, workshops, and problem solving; general intraregional correspondence with other staff offices; claims review; and status and periodic reports for intraregional use.</p> <p><u>Authorized Disposition:</u> Destroy when no more than 3 years old, unless sufficiently significant to justify association with other files retained on these subjects for a longer period of time.</p> <p><u>Regional Health Administrator:</u> The Regional Health Administrator is responsible for directing the PHS Regional office programs and activities in order to assure a coordinated regional effort. He reports to the Assistant Secretary for Health. He provides input into the formulation and analysis of national policies, priority determination, and program plans; and serves as the principal health advisor to the Regional Director, Department of Health, Education, and Welfare. These records consist of or relate to memorandums, guidelines, policies, procedures, directives, and instructions issued by the Regional Health Administrator relative to regional program responsibilities and operations. Also included is correspondence with the Assistant Secretary for Health, the PHS Headquarters staff, DHEW Regional staff, State and local governments, and other activities in carrying out his regional responsibilities; and significant speeches, presentations, and briefings.</p> <p><u>Authorized Disposition:</u> Permanent. Transfer to FRC when no longer needed for day-to-day operations but in any event when 5 years old. Offer to the National Archives when 20 years old.</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>PART III. <u>ADMINISTRATIVE RECORDS</u></p>		
15	<p><u>PHS Commissioned Officer Corps:</u> These are personnel folders containing working copies of materials such as annual and sick leave, qualifications, background, health, personnel actions, and general correspondence. The office of record for these files is the PHS Headquarters.</p> <p><u>Authorized Disposition:</u> Destroy when the officer leaves the Region, or in any event no later than 2 years thereafter.</p>		
16	<p><u>Organizational Documents:</u> These include statutes and Executive Orders as well as drafts and supporting material relating to organization or reorganization, including the creation, discontinuance, and consolidation of functions of various organizational elements, budgets and budget planning records, including justifications and estimates of requirements; interpretations, opinions, and memoranda of law; organizational and functional charts; directories; correspondence and memoranda delegating or defining powers and responsibilities, or showing working relationships with Federal activities outside the PHS Region, State and local governments, or industry or private organizations; and staff studies and special reports relating to organizational problems. The office of record for these materials is the PHS Headquarters.</p> <p><u>Authorized Disposition:</u> Destroy when 6 years old or sooner if no longer needed. Transfer to FRC when 2 years old.</p>		
17	<p><u>Reports:</u> These include annual reports or other periodic progress reports whether narrative or statistical; transcripts of hearings; and minutes of significant meetings and conferences.</p> <p><u>Authorized Disposition:</u> Destroy when 5 years old or sooner if no longer needed. Transfer to FRC when 2 years old.</p>		
18	<p><u>Office Services and Supplies:</u> These files relate to ordinary supplies and equipment used by an office; office space and utilities, communications,</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>transportation, custodial, or other services required by an office; and to the general maintenance of an office. These records include but are not limited to:</p> <p>a. Requests for supplies, receipts for supplies and equipment, requests for disposal of equipment, and similar papers pertaining to office supply matters.</p> <p><u>Authorized Disposition:</u> Destroy when 2 years old or earlier if no longer needed.</p> <p>b. Requests for installation of telephones, telephone extensions, requests for changes to telephone directories, and similar papers.</p> <p><u>Authorized Disposition:</u> Destroy when 2 years old or earlier if no longer needed.</p> <p>c. Documents related to building facilities, such as floor plans, space surveys, reports of need for additional space, and related correspondence.</p> <p><u>Authorized Disposition:</u> Destroy when 2 years old or earlier if no longer needed.</p>		
19	<p><u>Employee Accident, Health, and Loss or Theft of Property:</u> These documents relate to employee health projects, such as blood donations, prevention shots, and related correspondence. Included is Form HEW-516, Accident Report, which is submitted quarterly. Also included is GSA Form 182, Report of Loss or Theft, prepared after each occurrence.</p> <p><u>Authorized Disposition:</u> File copies of Form HEW-516 - Destroy when 5 years old. All other Materials - Destroy when no more than 1 year old.</p>		
20	<p><u>Training Material:</u> These are copies of applications, notices of training classes, notices of completion, notices of training required, and related general correspondence. The training programs involved include STRIDE, Upward Mobility, and Staff Development.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SERIAL OR JOB NO	10 AUTHORITY
21	<p><u>Authorized Disposition:</u> Destroy when 1 year old or earlier if no longer needed.</p> <p><u>Printing and Reproduction Requests:</u> These records include correspondence relating to copy preparation, reproduction and distribution of publications.</p> <p><u>Authorized Disposition:</u> Destroy when 1 year old or earlier if no longer needed.</p>		
22	<p><u>Congressional Correspondence:</u> These relate to correspondence between members of Congress and PHS. Included are the incoming correspondence, PHS regional input, PHS reply, and all supporting documentation. The PHS Headquarters is usually the office of record.</p> <p><u>Authorized Disposition:</u> Destroy 1 year after Congressman leaves office. Transfer to FRC when 1 year old. <i>or earlier if no longer needed for administrative purposes.</i></p>		
23	<p><u>Freedom of Information and Privacy Act Records:</u> These files consist of policies, procedures, Federal Register notices, directives, guidelines, forms, and general correspondence relating to implementation of these two acts. Also included are requests for information and replies with backup material. The office of record is usually the PHS Headquarters.</p> <p><u>Authorized Disposition:</u> Materials pertaining to requests for information - Transfer to FRC when 1 year old, and destroy when 4 years old. All other materials - Destroy when superseded, rescinded, or obsolete.</p>		
24	<p><u>Records Management Files:</u> These records include SF-115, Request for Authority to Dispose of Records, SF-135, Records Transmittal and Receipt, GSA Form 7015, Notice of Intent to Dispose of Records, and Record Control Schedules including correspondence relating to approval and changes to the schedules.</p>		

Deleted

for

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (GIVEN INCLUSIVE DATES OR RETENTION PERIOD)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
25	<p>Authorized Disposition: Retain for 20 years and then review for further retention or destruction. Transfer to FRC when official disposition action has been taken on all record materials listed on the SF-115, SF-135, and GSA Form 7015.</p> <p><i>Destroy when no longer needed for administrative purposes.</i></p> <p><u>Forms Management Files:</u> These records contain data showing the inception and scope of the form, the program or administrative purposes served by the form, and the related procedures instituted, revised, superseded, or cancelled.</p> <p><u>Authorized Disposition:</u> Destroy when 10 years old. Transfer to inactive file when superseded or obsolete and to the FRC 2 years thereafter.</p>		
26	<p><u>Reports Management Files:</u> These records consist of listings of interagency, public use, and internal reports required and responded to. A file folder is maintained on each report and includes a copy of the report directive, clearances, copies of reports made, background materials, SF-360, Request for Clearance of an Interagency Reporting Requirement, OF-101, Summary Worksheet for Estimating Reporting Costs, Form HEW 614, Request for Clearance of Report, and SF-83, Clearance Request and Notice of Action.</p> <p><u>Authorized Disposition:</u> Listings of reports - Destroy when superseded. File folders - Destroy no later than 2 years after report requirement is terminated.</p>		