

REQUEST AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 90

LEAVE BLANK	
DATE RECEIVED APR 2 1974	JOB NO. NC 174-194
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.	
4-24-74 Date	<i>James B. Rhoads</i> Archivist of the United States

1 item *RG 90*

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT) **HEW - Public Health Service
Center for Disease Control**

2. MAJOR SUBDIVISION
Management Analysis Office

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Sara Owens

5. TEL. EXT. **404-633-7701**

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

March 28, 1974 *[Signature]* **PHS Records Management 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
1	<p>LABORATORY TEST FILES, 1972 - Current</p> <p>Records relating to specimen and cultures received from State laboratories and other sources for clinical identification.</p> <p>Disposition authority is contained in DHEW Program Records Control Schedule, B-356, Item 16 (10 years). Documents involved include Form HSM 3.203(CDC) (attached), with related forms and attachments. Records are now microfilmed and pertinent entries are selected for computer input. Copies of HSM 3.203(CDC) are returned to appropriate health agencies in lieu of the original, which is retained at CDC for reproduction services cited above. Additional hard copies, if needed, are reproduced from negative microfilm on reader-printer.</p> <p><u>Recommendation:</u></p> <p>Request authority to dispose of original Laboratory Test Files six months after microfilming. These records cease to have significant administrative value subsequent to the return of the processed film, which serves as the reference copy. <i>After 5 years, destroy microfilm. (PL)</i></p>		

Changes approved by S. Owens 4/18/74
Copy sent to agency 4/30/74 OD.

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION

Health Services and Mental Health Administration

3. MINOR SUBDIVISION

Center for Disease Control

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Sara Owens

5. TEL. EXT.

**104
 633-7771**

LEAVE BLANK	
DATE RECEIVED	JOB NO.
DATE APPROVED	174-30
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
DATE	ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

July 24, 1973
 (Date)

[Signature]
 (Signature of Agency Representative)

[Signature]
 HSMHA Records Mgt. Officer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Records of Tuberculosis Branch</p> <p>X-rays and punched cards prepared or accumulated by the Center for Disease Control for the study of tuberculosis.</p> <p>Dispose when determined by the head of the tuberculosis program that the records have no further research value.</p> <p>Approved for the Center for Disease Control Tuberculosis Branch by: <u>[Signature]</u></p>		

18. IBM Cards on Field and Laboratory Research Projects.

...ens, CDC Records Officer, said ...
...is item might have been used ...
...ose of the TB records; however ...
...is specific disposal authority ...
...n.

Essentially working papers summarized in final project or other reports.

19. Training Correspondence Files.

Dispose of 2 years after completion of related course sessions.

Administrative and management records relating to individual training course sessions.

20. Training Material File.

Dispose of 7 years after discontinuance of course except training bulletins and course schedules. Transfer all other materials to Federal Records Center 1 year after discontinuance of course.

Record copies of training material, including lecture material, manuals, guides, charts, diagrams, and other training aids.

21. Training Program Records.

Dispose of after 10 years. Transfer to Federal Records Center after 5 years.

Training program records containing technical and non-technical information, reports, and correspondence with or regarding trainees, agreements, evaluations of training courses, requests for surveys, and related material.

22. Trainee Records.

Dispose of 10 years after last contact with trainee. Transfer to Federal Records Center 3 years after last contact with trainee.

Individual trainee records including applications, qualifications, evaluations, test grades, and related items.