

**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.