

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1 90 78 8
DATE RECEIVED	1 JUN 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	6-9-78 <i>James S. O'Neill</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Alcohol, Drug Abuse, and Mental Health Administration

2. MAJOR SUBDIVISION
National Institute of Mental Health

3. MINOR SUBDIVISION
Division of Biometry and Epidemiology

4. NAME OF PERSON WITH WHOM TO CONFER
Ms. Chizik

5. TEL. EXT.
443-4543

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5/24/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene W. Walterick</i> Eugene W. Walterick	E. TITLE PHS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
52	<p><u>Biometric and Epidemiologic Files</u></p> <p>a. <u>Description:</u> These records are accumulated in each Institute and reflect the Institute's interest in biometry and epidemiology. Files consist of special studies relating to survey of physicians, psychiatric case registers, insurance-related studies, program evaluation, epidemiological and demographic studies, and miscellaneous analyses related to Institute programs. Records include machine runs, correspondence and reports. (for machine readable files, see Part IV.)</p> <p>1. Comprehensive Reports and Surveys.</p> <p><u>Disposition:</u> <i>A) Permanent.</i> Cut off file when study is completed and put in inactive file. Hold 5 years and retire to FRC. Offer to National Archives when 10 years old. <i>B) Incompleted projects or studies may be destroyed when no longer needed for administrative purposes.</i></p> <p>2. Individual Case Files.</p> <p><u>Disposition:</u> Cut off file upon completion of project and put in inactive file. Hold 5 years and retire to FRC. Destroy when 10 years old or when no longer needed for administrative purposes. <i>(Incompleted projects or studies may be destroyed when no longer needed for administrative purposes.)</i></p>	NC1-90-76-5	<i>Estimated annual volume: 1 CF. Arranged alphabetically by subject.</i>

115-107

sent to agency, NEW & NENB - 6/12/78