

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-090-81-04**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/10/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 18.B5 is superseded by N1-090-88-001.

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*10022 9413/14*

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

LEAVE BLANK	
JOB NO.	NCL-90-81-4
DATE RECEIVED	April 22, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
15 AUG 1982 <i>Date</i>	<i>Robert M. King</i> <i>Archivist of the United States</i>

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Health & Human Services

2. MAJOR SUBDIVISION  
Public Health Service

3. MINOR SUBDIVISION (Appendix B-300)  
Office of the Assistant Secretary for Health

4. NAME OF PERSON WITH WHOM TO CONFER  
Jacquelyn L. Tolson

5. TEL. EXT.  
443-2055

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 \_\_\_\_\_ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4/3/81	<i>Jacquelyn L. Tolson</i>	PHS Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Office of Assistant Secretary for Health            Office of Health Research, Statistics and Technology</p> <p>This office serves as the principle advisor to ASH/SG concerning health services and health technology research, evaluation and demonstrations and health statistical activities; (2) conducts a national program of health services research, development, demonstration, and health services research training; (3) collects, analyzes and disseminates data on vital and health statistics, health status, health resources assessment and utilization, organization and management of health services, health expenditures, environmental health and related matters; (4) conducts a national program of health care technology assessment, research, demonstration, evaluation, and health care technology training; (5) provides leadership and staff support to the U.S. Committee on Vital and Health Statistics; and (6) provides leadership and staff support to the National Council on Health Care Technology.</p> <p>NOTE: Other supplements detailing specific records created by this office will be forthcoming at a later date.</p>		

*91 items*

*Closed out: 9-2-89: cm  
 Copied to NCL, HKA, NNS, NNP & Agency  
 NNS*

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>OFFICE OF ASSISTANT SECRETARY FOR HEALTH            OFFICE OF HEALTH RESEARCH, STATISTICS AND TECHNOLOGY            RECORDS CONTROL SCHEDULE</p> <p><u>ADP PLANNING AND PROGRAM MANAGEMENT</u></p> <p>Documentation reflecting development and management of NCHS ADP resources and requirements, including records relating to overall objectives, plans and concepts governing management and utilization of ADP within NCHS. Included are master plans and feasibility studies with associated charts and diagrams.</p> <p><u>Authorized Disposition:</u> Destroy 3 years after total redesign or discontinuance of system; earlier disposal is authorized.</p>	<p>NCI-90-76-4</p> <p>10d(1)</p>	
2.	<p><u>ADP SYSTEMS DEVELOPMENT</u></p> <p>Correspondence, reports, studies, systems proposals, and other documents concerning the study, selection, adoption, use, and integration of ADP systems in NCHS operations.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Office of Record - Approved System (Implemented System).</u> Destroy 3 years after complete redesign or termination of the system; earlier disposal is authorized. <u>Disapproved System:</u> Destroy when 5 years old.</p> <p>b. <u>Other Offices -</u> Destroy 1 year after disapproval, or complete redesignation or termination of the system.</p>	<p>10e</p>	
3.	<p><u>ASTI AND JPTP TRAINING PLANS AND COURSE MATERIALS</u></p> <p>Record a copy of each course manual, course outline, curricula, as well as charts, graphs, and other instructional materials. Included are materials prepared for training foreign, State and local statisticians through the Applied Statistics Training Institute (ASTI), the Junior Professional Training Program (JPTP), and other statisticians employed with DHEW.</p>	<p>11a</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>Authorized Disposition:</p> <p>a. <u>Office of Record</u> - Permanent. Plans and course materials for Health Statisticians: Transfer the WNRC when 5 years old. Officer to National Archives when 10 years old.</p> <p>b. <u>Other Offices</u> - Destroy materials 5 years after superseded or discontinuance, or when administrative purpose is served; whichever is earlier.</p> <p><u>LABOR MANAGEMENT</u></p> <p><u>Union Records for Employees</u></p> <p>Documents pertaining to unions which includes union recognition documents, the union constitution, and related correspondence. For NCHS facility in North Carolina, NCHS is Office of Record.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Office of Record</u> - Transfer to WNRC 1 year after expiration. Destroy 10 years thereafter.</p> <p>b. <u>Other Offices</u> - Reference copies of other union records. Destroy 3 years after expiration. Earlier disposal is authorized.</p>	<p>NCI-90-76-4</p> <p>12a</p>	<p>ec /</p>
5.	<p><u>UNITED STATES NATIONAL COMMITTEE ON VITAL AND HEALTH STATISTICS, NCHS</u></p> <p>This statutory committee's responsibilities include policy and planning for the collection and use of statistics on births, deaths, marriages, and divorces, and recommendations concerning types of statistics gathered to meet current needs and interests. Included are meeting agendas, minutes, reports, charters, lists of committee members and similar records of committees and technical consultant panels.</p>	<p>8c</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></p> <p>a. <u>Office of Record</u> - Permanent. Transfer to WNRC when 5 years old. Offer to National Archives when 25 years old.</p> <p>b. <u>Other Offices</u> - Destroy when 5 years old.</p>	<p>NCI-90-76-4</p>	
6.	<p><u>Cooperative Health Statistics Advisory Committee (CHSAC), NCHS</u></p> <p>This Committee provides guidance on establishing State centers for health statistics, coordinates national efforts to establish uniform standards of statistical reporting, revising vital registration certificates, and outlining contract and grant policies for these purposes. Records of CHSAC and the Public Health Conference on Records and Statistics Standing Committee, the predecessor committee, include meeting agendas, minutes and reports of committee.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Office of Record</u> - Permanent. Transfer to WNRC when 5 years old. Offer to National Archives when 25 years old.</p> <p>b. <u>Other Offices</u> - Destroy when 3 years old.</p>	<p>8d</p>	
7.	<p><u>INTERNATIONAL ASSISTANCE PROGRAM</u></p> <p>a. Projects undertaken by NCHS in accordance with Public Law 480, which provides for foreign assistance through use of excess currency funds in foreign countries. Included are site visit reports, project review, related to specific projects.</p> <p><u>Authorized Disposition:</u> Hold for 3 years; transfer to WNRC and destroy when 8 years old. <del>Destroy 12 years after termination of projects.</del></p> <p>b. Original agreements and amendments with related correspondence concerning NCHS participation in the P.L. 480 foreign assistance program.</p>	<p>9</p>	<p>S/</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></p> <p>a. <u>Office of Record</u> - Hold for 3 years; transfer to WNRC and destroy when 8 years old. <del>Original agreements, amendments, and correspondence relating directly to policies and plans of the NCHS International Statistics Program. Transfer to WNRC 3 years after termination of agreement. Destroy 7 years after termination of agreement.</del></p> <p>b. <u>Other Offices</u> - Destroy when 3 years old, or when no longer needed for reference.</p>	<p>NCI-90-76-4</p>	
8.	<p><u>BUDGET ESTIMATES AND JUSTIFICATIONS</u></p> <p>Budget estimates, justification statements appropriation language sheet, narrative statements, related schedules and data, as well as correspondence reflecting policy decisions, <del>for budget records prepared in NCHS through FY 1973. For FY 1974 and later years the Office of Record is NCHS.</del></p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Office of Record</u> - <del>Permanent</del>. Transfer to WNRC when 5 years old. Destroy when 15 years old.</p> <p><i>other</i></p> <p>b. <u>All Offices</u> - Records for FY 1974 and later years to be destroyed 5 years after FY involved.</p>	<p>5b</p>	
9.	<p><u>NEGOTIATED CONTRACTS AND INTERAGENCY AGREEMENTS</u></p> <p>Contract and related attachments pertaining to developing uniform national statistics reporting methods. NCHS maintains reference copies of contracts and related materials for administrative purposes.</p> <p><u>Authorized Disposition</u> - Destroy 3 years after termination of contract. Earlier disposal is authorized.</p>	<p>15e</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><del>CONFIDENTIAL</del> <u>ASSURANCES OF CONFIDENTIALITY</u></p> <p>Materials covering and relating to the assurances of confidentiality given to respondents in every NCHS survey and maintained in the repository of assurances.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Office of Record</u> - Transfer to WNRC when 10 years old and destroy when 15 years old.</p> <p>b. <u>Other Offices</u> - Destroy materials 2 years after publications of survey or whenever no longer needed for reference.</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>National Vital Statistics Registration System</u></p> <p><del>A. <u>System Operations</u></del></p> <p>Studies, reports, correspondence, questionnaires and other documentation relating to policy, planning, and achievement of NCHS objectives, analysis of data, and other administrative functions.</p> <p><u>Authorized Disposition:</u> Office of Record - Permanent. Transfer to WNRC when 10 years old and offer to National Archives when 15 years old.</p> <p>B. <u>Source Documents</u></p> <p>1. Microfilm of original registration certificates of births, fetal deaths, marriages, and divorces received by NCHS from State and local governments and used in preparing monthly and annual vital statistics summaries, a variety of printed publications, and public-use microdata tapes.</p> <p><u>Authorized Disposition:</u> <del>Office of Record</del> Destroy or return to States when 7 years old.</p> <p>2. Microfilm of original registration certificates of death received by NCHS from State and local governments and used in preparing monthly and annual vital statistics summaries, a variety of printed publications, and public use micro-data tapes.</p> <p><u>Authorized Disposition:</u> <del>Office of Record</del> For the 3 year pericensal period (years ending in 9, 0, and 1), transfer to WNRC when 10 years old and destroy or return to States, <del>when 15 years old.</del> For non-pericensal years, destroy or return to States when 7 years old.</p> <p>3. Magnetic tapes submitted by individual states which contain data encoded from original registration certificates of births, deaths, fetal deaths, marriages, and divorces. Data is checked for error rate against as sample of original certificates and then used to build the vital statistics detailed data-tape files.</p>	<p><del>NCI-90-76-9</del></p> <p>33a</p> <p>33b</p>	<p>WITHDRAWN</p> <p>2/</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> Erase or return tapes 1 year after close of year of coverage or after successful validation and merging of data into master file, whichever is sooner.</p> <p>C. <u>Detailed Data-tape Files</u></p> <p>1. <u>Natality Data</u></p> <p>For each year since 1968, these magnetic tapes contain information on live births occurring within the United States. The information is collected from the fifty States and the District of Columbia from the birth certificate on file at the local and State level.</p> <p>a. <u>Unsuppressed Version</u> containing complete data for each birth, plus related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Terms of transfer the National Archives will be specified in an interagency agreement now under negotiation.</p> <p>b. <u>Public-Use Version</u> containing neither certificate numbers nor <sup>spec 157c</sup> geographical codes for locations having populations of less than 250,000, plus related documentations.</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives</p> <p>2. <sup>t</sup><u>Mortality Data</u></p> <p>For each year since 1968, these magnetic tapes contain information on deaths occurring within the United States. The information is collected from the fifty States and the District of Columbia from the death certifications on file at the State and local level.</p> <p>a. <u>Unsuppressed Version</u> containing complete data for each death, plus related documentation.</p>	<p>NDL-90-76-4</p> <p>44d</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> Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement now under negotiation.</p> <p>b. <u>Public-Use Version</u> containing no certificate <i>specific</i> <del>numbers nor</del> geographic codes for locations having populations of less than 250,000 plus related documentations.</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>3. <u>Fetal Death Data</u></p> <p>These magnetic tapes contain information on fetal deaths occurring within the United States since <i>1968.</i> <del>1979.</del> The information is collected from the fifty states and the District of Columbia by means of fetal death reports filed at the state and local level.</p> <p>Tapes contain complete data for each death; no public use versions have been prepared. Also includes related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement now under negotiation.</p> <p>4. <u>Marriage Data</u></p> <p>For each year since 1968, these magnetic tapes contain information on marriages from the Marriage Registration Area (MRA) consisting of about forty states and the District of Columbia. The information is collected from a random sample of marriage certificates on file at state and local level in some MRA States and from every marriage certificate in other MRA States.</p> <p>a. <u>Unsuppressed Version</u> containing complete data for each marriage plus related documentation.</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>Authorized Disposition: Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement now under negotiation.</p> <p>b. <u>Public-Use Version</u> containing no certificate numbers.</p> <p>Authorized Disposition: Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>5. <u>Divorce Data</u></p> <p>For each year since 1968, these magnetic tapes contain information on divorces from the Divorce Registration Area (DRA), consisting of about thirty States. The information is collected from a random sample of divorce decrees on file at the State and local level.</p> <p>a. <u>Unsuppressed Version</u> containing complete data for each divorce, plus related documentation.</p> <p>Authorized Disposition: Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement now under negotiation.</p> <p>b. <u>Public-Use Version</u> containing no certificate numbers.</p> <p>Authorized Disposition: Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>D. <u>Summary Data-Tape Files</u></p> <p>1. <u>Natality Data</u></p> <p>a. <u>Local-Area Summary File</u> containing totals of births occurring within the United States, by local area and by race.</p>	<p>111-90-76-4</p> <p>450</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> Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>b. <u>State Summary File</u> containing totals of births occurring with each state, by race, sex, age of mother, etc.</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>2. <u>Mortality Data</u></p> <p>a. <u>Local-Area Summary File</u> containing totals of deaths occurring within the United States, by residence of decedent.</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>b. <u>Cause-of-Death Summary File</u> containing totals of deaths occurring within the United States, by 69 specified causes, by State, by sex, and by race.</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>E. <u>Vital Statistics Master Processing Files.</u> Files used to edit, record, or generate additional coding when converting tapes to NCHS compatible format.</p> <ol style="list-style-type: none"> <li>1. Master Geographic Files</li> <li>2. Master Cause-of-Death Files</li> <li>3. ACME Decision Table Files</li> <li>4. Master Condition Code Files</li> </ol> <p><u>Authorized Disposition:</u> Office of Record - Destroy when 15 years old. Earlier disposal authorized.</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
12.	<p><u>Vital Statistics Sample Surveys</u></p> <p>NCHS conducts periodic national followback surveys based on a sample of the registered births and deaths occurring during a calendar year.</p> <p>The <u>National Natality Survey</u> has collected information periodically since 1963 on a sample of births, focusing on such specific health-related questions as history of previous pregnancies, expectation of more children, family income, employment status, health insurance coverage, and household composition.</p> <p>The <u>National Infant Mortality Survey</u> collects information on families which suffered the death of a child under one year of age. Information is requested not only on the deceased infants but also on previous children.</p> <p>The <u>National Mortality Survey</u> collects information on a stratified sample of decedents aged 35-84 who died in the United States, focusing on such health-related questions as smoking habits.</p> <p>The <u>National Fetal Mortality Survey</u>, conducted for the first time in 1980, covers a 2-in-5 sample of fetal deaths of 28 weeks or more gestation and the mothers, physicians, hospitals, and other medical sources associated with those fetal deaths.</p> <p><del>A. <u>Survey Operations</u></del></p> <p><del>Studies, reports, correspondence, questionnaires, statement of assurance, and other documentation relating to policy, planning, and achievement of NCHS survey objectives, conduct and design of survey methodology, and analysis of data.</del></p> <p><del>Authorized Disposition: Permanent - Transfer to WNRC when 10 years old and offer to National Archives when 15 years old.</del></p>		<p style="text-align: center;">/</p> <p style="text-align: right;"><b>WITHDRAWN</b></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
13.	<p><u>B. Source Documents</u></p> <p>1. Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.</p> <p><u>Authorized Disposition:</u> Destroy 2 years after pretest completed, or analysis, whichever is earlier. Earlier destruction is authorized</p> <p>2. Complete survey questionnaires used in actual survey which which are collected from individual respondents,</p> <p><u>Authorized Disposition:</u> Transfer to WNRC when 2 years old and destroy when 7 years old. Earlier destruction is authorized.</p> <p><u>C. Survey Data</u></p> <p>Magnetic tapes containing final, edited data from each survey, plus related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Terms of transfer to the National Archives will be specified in an inter-agency agreement now under negotiation.</p> <p><u>National Survey of Family Growth</u></p> <p>The National Survey of Family Growth is designed to produce data on factors influencing trends and differentials in fertility, family planning practices of the population, sources from which family planning advice and services are obtained, the effectiveness and acceptability of the various methods of family planning, and those aspects of maternal and child health that are most directly related to fertility and family planning. Data is collected through personal interviews with women in child-bearing years (ages 15-44) who are or have been married or who have never been married but have children of their own living with them in the household. Excluded</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>from the sample are women living in group quarters and never married women without children.</p> <p><del>A. <u>Survey Operations</u></del></p> <p>Studies, reports, correspondence, questionnaires, statement of assurance, and other documentation relating to policy, planning, and achievement of NCHS survey objectives, conduct and design of survey methodology, and analysis of data.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer to WNRC when <del>10</del> years old and offer to National Archives when <del>10</del> years old.</p> <p>B. <u>Source Documents</u></p> <p>1. Questionnaires used for pretest purposed before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.</p> <p><u>Authorized Disposition:</u> Destroy 2 years after pretest is completed, or analysis, whichever is earlier. Earlier destruction is authorized.</p> <p>2. Completed survey questionnaires used in actual survey which are collected from individual respondents.</p> <p><u>Authorized Disposition;</u> Transfer to WNRC when 2 years old old and destroy when seven years old. Earlier destruction is authorized</p> <p>C. <u>Survey Data</u></p> <p>Magnetic tapes containing final, edited data from each survey, plus related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer magnetic tapes and related documentation to the National Archives three years after completion of survey.</p>		<p>WITHDRAWN</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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14.	<p><del>Authorized Disposition: Permanent. Terms of transfer to the National Archives will be specified in an inter-agency agreement now under negotiation.</del></p> <p><u>National Death Index</u></p> <p>The National Death Index provides a means for conducting retrospective or prospective mortality studies to determine relationships between environmental, occupational, and life style factors, and such chronic degenerative diseases as cancer and heart disease. Beginning in 1979 it contains one record for each death occurring in 46 of the 54 death registration areas which includes place of death by state and county; death certificate number; decedent's name, alias, or cross reference indicator, sex, date and social security number, and other demographic information.</p> <p><del><u>System Operations</u></del></p> <p><del>Studies, reports, correspondence, questionnaires, and other documentation relating to policy, planning, and achievement of NCHS system objectives, conduct and design of system methodology, and compilation of index.</del></p> <p><u>A. Source Files</u></p> <p>Magnetic tapes containing data from death certificates are submitted by each registration area participating in the system.</p> <p><u>Authorized Disposition:</u> Data is transferred to the NDI within two months of receipt and source tapes are returned to the contributing registration area.</p> <p><u>B. Data Files</u></p> <p>Files containing final, edited version of National Death Index.</p> <p><u>Authorized Disposition:</u> Permanent. The file is a permanent record for defined research projects, and is to be maintained and updated indefinitely. No records are to be deleted from the file. Terms of transfer to the National Archives will be specified in an interagency agreement to be negotiated.</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
15.	<p><u>Health Manpower Statistics</u></p> <p>NCHS conducts periodic surveys of particular groups of health professionals, usually through the professional associations to which they belong.</p> <p><del>A. <u>Survey Operations</u></del></p> <p>Studies, reports, correspondence, questionnaires, and other documentation relating to policy planning, and achievement of NCHS survey objectives, conduct and design of survey methodology, and analysis of data.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer to WNRC when 10 years-old and offer to National Archives when 15 years old.</p> <p>B. <u>Source Documents</u></p> <p>1. Questionnaires used for pretest purposed before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.</p> <p><u>Authorized Disposition:</u> Destroy 2 years after pretest is completed, or anlysis, whichever is earlier. Earlier destruction is authorized.</p> <p>2. Completed survey questionnaires coming into NCHS Possession which are used in actual survey and contain data collected from individual respondents.</p> <p><u>Authorized Disposition:</u> Transfer to WNRC when 2 years old and destroy when seven years old. Earlier destruction is authorized.</p> <p>C. <u>Survey Data</u></p> <p>1. <u>Inventory of Registered Nurses Data-Tape Files</u>  <i>and Licensed Practical</i></p> <p>These magnetic tapes include basic demographic information, employment status, educational preparation, and area of clinical practice for each nurse surveyed. Data collection is carried out by the American Nurses Association (ANA) which prepares tabulations for each State and for the nation as a whole. Tapes are then purchased from the ANA by NCHS and the data is therefore proprietary.</p>		WITHDRAWN

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> Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement under negotiation.</p> <p>2. <u>Optometry Manpower Survey Data-Tape Files</u></p> <p>These magnetic tapes contain data collected during periodic inventories of all licensed optometrists in the United States. The surveys are conducted under contract with the American Optometry Association and the resulting data is forwarded to NCHS. The inventories include basic demographic data on each optometrist together with information on geographic location, type of practice, and speciality.</p> <p>a. <u>Unsuppressed Version</u> containing complete data for each optometrist.</p> <p><u>Authorized Disposition:</u> Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement under negotiation.</p> <p>b. <u>Public-Use Version</u> containing no names or other personal identifiers.</p> <p><u>Authorized Disposition:</u> Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement under negotiation.</p> <p>3. <u>Pharmacy Manpower Survey Data-Tape Files</u></p> <p>These magnetic tapes contain data collected during periodic inventories of all licensed pharmacists in the United States. The surveys are conducted under contract with the American Association of Colleges of Pharmacy and the resulting data is forwarded to NCHS. The inventories include basic demographic data on each pharmacist together with information on geographic location, education, and characteristics of practice.</p> <p>a. <u>Unsuppressed Versions</u> containing complete data for each pharmacist.</p>		

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	<p><u>Authorized Disposition:</u> Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement under negotiation.</p> <p>b. <u>Public-Use Versions</u> containing no names or other personal identifiers.</p> <p><u>Authorized Disposition:</u> Permanent - Terms of transfer to the National Archives will be specified in an interagency agreement under negotiation.</p>		
4.	<p><u>State Registers of Licensed Dentists and Dental Hygienists Data-Tape Files</u></p> <p>These magnetic tapes contain data on dentists and dental hygienists obtained from records maintained by State dental licensing boards.</p> <p><u>Authorized Disposition:</u> Erase tape 10 years after survey has been completed.</p>	NC-90-80-1	
5.	<p><u>Survey of Hospital Manpower Data-Tape Files</u></p> <p>These magnetic tapes contain data collected by means of a questionnaire mailed to the universe of U.S. hospitals (approximately 7,300) requesting information on full-time and part-time employment, vacancies, contractual services, and nursing unit staffing.</p> <p><u>Authorized Disposition:</u> Erase tapes 10 years after survey is completed.</p>		
6.	<p><u>Other Manpower Data-Tape Files</u></p> <p>These magnetic tapes contain data collected from states through the Cooperative Health Statistical System (CHSS).</p> <p><u>Authorized disposition:</u> Erase tapes when no longer needed for agency use or when 10 years old, whichever is sooner.</p>		
16.	<p><u>Health Facilities Statistics</u></p> <p>NCHS conducts periodic surveys of health facilities including hospitals, nursing homes and related facilities, and family planning service sites. The hospitals are surveyed by the American Hospital Association while the other facilities are surveyed directly by NCHS.</p>		

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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
	<p><del>A. <u>Survey Operations</u></del></p> <p>Studies, reports, correspondence, questionnaires, and other documentation relating to policy, planning and achievement of NCHS survey objectives, conduct and design of survey methodology, and analysis of data.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer to WNRC when 10 years old and offer to National Archives when 15 years old.</p> <p>B. <u>Source Documents</u></p> <p>1. Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.</p> <p><u>Authorized Disposition:</u> Destroy 2 years after pretest is completed, or analysis, whichever is earlier.</p> <p>2. Completed survey questionnaires coming into NCHS possession which are used in actual surveys and contain data collected from individual respondents.</p> <p><u>Authorized Disposition:</u> Transfer to WNRC when 2 years old and destroy when 7 years old. Earlier destruction is authorized.</p> <p>C. <u>Survey Data</u></p> <p>1. <u>Master Facility Inventory</u></p> <p>This national inventory includes a census of all inpatient, health related facilities in the U.S. which provide medical, nursing, personal, or custodial care to groups of unrelated persons.</p> <p>a. These magnetic tapes contain data collected annually by the American Hospital Association from every hospital in the U.S. Through 1976 the data was collected under contract and turned over to NCHS; from 1977 on the data has been sold by AHA to NCHS and is therefore proprietary.</p>	<p><del>NCI-90-76-4</del></p> <p>45c</p>	<p>WITHDRAWN</p> <p>2/</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>1. Files through 1976.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer tapes and accompanying documentation to the National Archives immediately.</p> <p>2. Files from 1977 to date, plus related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer to the National Archives will be specified in an interagency agreement under negotiation.</p> <p>b. <u>Nursing Home and Related Facilities Data-Tape Files</u></p> <p>These magnetic tapes contain data collected biennially from every nursing home, related care home, and other custodial or remedial care facility in the U.S., plus related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer magnetic tape and related documentation to the National Archives 1 year after completion of final edited version.</p>	<p>NCI-90-76-4</p>	
17.	<p><u>Health Interview Survey</u></p> <p>The Bureau of the Census has conducted the Health Interview Survey (HIS) for NCHS every year since 1957. It consists of weekly oral interviews of a sample civilian,</p>	<p>45d</p> <p>456</p>	

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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
	<p>noninstitutional population which focus on the social dimensions of morbidity; the prevalence and incidence of disease, injuries, and impairments; the nature and duration of disability; the amount and type of medical care received; and medical care concepts. Each year approximately 42,000 households are surveyed, providing data on some 134,000 persons.</p> <p><del>A. <u>Survey Operations</u></del></p> <p>Studies, reports, correspondence, questionnaires, and other documentation relating to policy, planning, and achievement of NCHS survey objectives, conduct and design of survey methodology, and analysis of data.</p> <p><u>Authorized Disposition:</u></p> <ol style="list-style-type: none"> <li>Office of Record - Permanent - Transfer to WNRC when 10 years old and offer to National Archives when 15 years old.</li> <li>Other Offices - Destroy when 5 years old, or when <del>no longer needed for reference, whichever is earlier.</del></li> </ol> <p>B. <u>Source Documents</u></p> <ol style="list-style-type: none"> <li>Completed survey questionnaires collected from individual respondents during actual survey.</li> </ol> <p><u>Authorized Disposition:</u> Transfer to WNRC when 2 years old and destroy when 7 years old. Earlier destruction is authorized.</p> <ol style="list-style-type: none"> <li>Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.</li> </ol> <p><u>Authorization Disposition:</u> Destroy 2 years after pretest is completed, or analysis, whichever is earlier.</p>		<p>WITHDRAWN</p>

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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
18.	<p>C. <u>Master Data-Tape Files</u></p> <p>Magnetic tapes containing final, edited data from annual surveys plus related documentation.</p> <p><u>Authorized Disposition:</u> Permanent. Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p><u>Health Examination Survey</u></p> <p>The Health Examination Survey (now the Health and Nutrition Examination Survey or HANES) has been conducted by NCHS periodically since 1959 to determine the incidence rate and distribution of a number of specific diseases and health conditions among the general population. The data reveals not only diagnosed conditions which persons failed to report but only diagnosed conditions which persons failed to report by also previously undiagnosed, unattended, and undetected chronic diseases. HANES is conducted as a series of survey programs, called "cycles," during each of which from 6,000 to 28,000 individuals are interviewed. Each cycle is limited to some specific segment of the population, to certain time periods, and to certain aspects of health.</p> <p><del>A. <u>Survey Operations</u></del></p> <p>Studies, reports, correspondence, questionnaires, and other documentation relating to policy, planning and achievement of NCHS survey objectives, conduct and design of survey methodology, and analysis of data.</p> <p>1. <u>Office of Record</u></p> <p><u>Authorized Disposition:</u> Permanent - Transfer to WNRC when 10 years old and offer the National Archives when 15 years old.</p> <p>2. <u>Other Offices</u></p> <p><u>Authorized Disposition:</u> Destroy when 5 years old, or when no longer needed for reference, <del>whichever is earlier.</del></p>	<p>111-90-76-4</p> <p>44a</p>	<p>WITHDRAWN</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>B. <u>Source Documents</u></p> <p>1. <u>Original documents, including survey questionnaires, physical and psychological examination data, and medical history reports from individual respondents and noninterviewed sample households collected by mobile examination units for the HANES.</u></p> <p><u>Authorized Disposition:</u> Transfer original paper records to WNRC. Destroy when 20 years old.</p> <p>2. <u>Microfilm copies of above (excluding X-rays, results of machine tracings, and recording tapes).</u></p> <p><u>Authorized Disposition:</u> Transfer to WNRC on flow basis; destroy 20 years thereafter.</p> <p>3. <u>Nontextual medical documentation accumulated for the HANES. Included are X-rays, blood samples, and similar materials.</u></p> <p><u>Authorized Disposition:</u> Transfer to WNRC after pertinent data are recorded and analyzed for appropriateness of interpretation. Disposal by donation is authorized after 20 years.</p> <p>4. <u>Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questions are prepared.</u></p> <p><u>Authorized Disposition:</u> Destroy 2 years after pretest is completed, or analysis, whichever is earlier. Earlier destruction is authorized.</p> <p>5. <u>"Stand Files" for HANES. For each cycle, Stands (cities or counties) serve as centers of data accumulation of individual medical examinations. These files of administrative documentation of the HANES, relating to medical, economic, and demographic information are collected by field administrative offices at Stands and maintained only for reference purposes.</u></p>		



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19.	<p><u>Authorized Disposition:</u> Destroy 1 year following completion of cycle.</p> <p>C. <u>Master Data-Tape Files</u></p> <p>Magnetic tapes containing final, edited data from surveys, plus related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Transfer tapes and related documentation to the National Archives one year after completion of each cycle.</p> <p><u>Health Resources Utilization Statistics</u></p> <p>NCHS conducts periodic surveys in a number of health-related areas in order to obtain data on the utilization of facilities providing long-term care, ambulatory care, hospital care, and family planning services.</p> <p><del>A. <u>Survey Operations</u></del></p> <p><del>Studies, reports, correspondence, questionnaires, and other documentation relating to policy, planning, and achievement of NCHS survey objectives, conduct and design of survey methodology, and analysis of data.</del></p> <p><del>1. <u>Office of Record</u></del></p> <p><del><u>Authorized Disposition:</u> Permanent - Transfer to WNRC when 10 years old and offer to National Archives when 15 years old.</del></p> <p><del>2. <u>Other Offices</u></del></p> <p><del><u>Authorized Disposition:</u> Destroy when 5 years old, or when no longer needed for reference, whichever is earlier.</del></p> <p>B. <u>Source Documents</u></p> <p>1. Complete survey questionnaires collected from health institutions and individual respondents during actual surveys.</p>		<p>WITHDRAWN</p>

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	<p><u>Authorized Disposition:</u> Transfer to WNRC when 2 years old and destroy when 7 years old. Earlier destruction is authorized.</p> <p>2. Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.</p> <p><u>Authorized Disposition:</u> Destroy 2 years after pretest is completed, or anlysis, whichever is earlier.</p> <p>C. <u>Survey Data</u></p> <p>1. <u>Hospital Discharge Survey Master Files</u></p> <p>These magnetic tapes contain final edited data from the survey which has been conducted since 1969 to provide national statistics on characteristics of patient utilization of short-stay non-federal hospitals in all States and the District of Columbia. The data was abstracted from patient medical records. The sample includes 700 of the 7,000 hospitals in the Master Facility Inventory.</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold one year, offer files and related documentation to the National Archives.</p> <p>2. <u>National Ambulatory Medical Care Survey Master Files</u></p> <p>These magnetic tapes contain final, edited data from the survey on ambulatory medical care provided by officebased physicians to the population of the U.S. The sampling frame consists of all office visits to within the coterminous U.S. to non-federal physicians who engaged in office-based practice and direct patient care. The sample each year includes approximately 50,000 to 60,000 patient visits.</p>	<p>101-90-76-4</p> <p>44c</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold 1 year, offer files and related documentation to the National Archives.</p> <p>3. <u>National Nursing Home Survey Master Files</u></p> <p>These magnetic tapes contain data from the biennial national survey of a sample of nursing homes which includes those that provide some level of nursing care regardless of whether or not they are participating in the Medicare or Medicaid programs. Homes providing only personal or domiciliary care were excluded until the 1977 survey when all homes were surveyed regardless of the type of care they offered. Approximately 1,700 to 1,900 homes are surveyed each time. Data includes detailed information on expenses and financial status; number of beds and residents; services provided; certification status; utilization measures and staff patterns; and specific data on a sample of individual staff members and patients within each home.</p> <p><u>Authorized Disposition:</u> Permanent - Terms of transfer will be specified in an interagency agreement under negotiation.</p>	<p>NCI-90-76-4</p> <p>44e</p>	<p>ed /</p>
	<p>4. <u>National Reporting System for Family Planning Services Master Files</u></p> <p>These magnetic tapes contain data from the ongoing reporting system which collects data on the number and socio-demographic characteristics of persons receiving family planning services, the number and types of visits made to clinics, and the number and types of services provided. Both federally-funded and non-federally-funded family planning projects are included. ^</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually, hold 1 year, offer files and related documents to the National Archives. documentation</p>	<p>44f</p>	<p>/</p>

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20.	<p><u>Publications</u></p> <p>A. <u>Publications of the Vital and Health Statistics Series</u> pertaining to programs and collection procedures, data evaluation and methods research, documents and committee reports, as well as any series created to document the rationale, scope, or procedures of NCHS programs. Included are Series 1, 2, and 4, and other selected series containing the aforementioned values.</p> <p><u>Authorized Disposition:</u></p> <ol style="list-style-type: none"> <li>1. <u>Office of Record:</u> Permanent. Place one copy of each publication in an inactive file. After 5 years offer inactive file to National Archives.</li> <li>2. <u>Other Copies</u> - Transfer 2 copies to PHS Library; destroy others when no longer needed for reference.</li> </ol> <p>B. <u>Publications of the Vital and Health Statistics Series</u>, pertaining to analytical studies or the results of specific surveys not covered in (1) above.</p> <p><u>Authorized Disposition:</u> Transfer 2 copies to the PHS Library. Other copies: Destroy when no longer needed for reference.</p> <p>C. <u>Vital Statistics of the United States</u></p> <p>Annually published official statistics of births, deaths, fetal deaths, marriages, and divorces, and monthly Vital Statistics Reports, and its supplements.</p> <p><u>Authorized Disposition:</u> Annual Volume: Transfer 2 copies to PHS Library. <u>Monthly Vital Statistics Reports, and its supplements.</u> Destroy when 5 years old, or when no longer needed for reference, whichever is earlier.</p>	<p>101-90-76-4</p> <p>2d3a</p> <p>2d3b</p> <p>2d3c</p>	<p>/</p>

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	<p>D. <u>Special Publications</u></p> <p>Publications which define centerwide policies and objectives, or relate directly to statistical functions for which NCHS is responsible by statute or delegation. Included are the NCHS Staff Manual; the Mission and Policy of NCHS; Annual Activities Report of the NCHS; Health, United States; selected health resources, manpower and facilities publications, and other special one-time reports.</p> <p><u>Authorized Disposition:</u> Office of Record - Permanent. Place one copy of each publication in an inactive file. After 5 years offer inactive file to National Archives.</p>	ad3d	/