

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

*NCO 10 June 81*

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

Health Services Administration. (Appendix B-351)

4. NAME OF PERSON WITH WHOM TO CONFER

Barbara C. Miller

5. TEL. EXT.

443-3780

LEAVE BLANK	
JOB NO	NCL-90-81-5
DATE RECEIVED	June 10, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>9-21-82</u> Date	<i>[Signature]</i> Archivist of the United States

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 144 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	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>4/9/81</u>	<i>Jacquelyn L. Tolson</i>	PHS Records Officer		
ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN

FOR A THOROUGH INTRODUCTION AND OUTLINE OF RECORDS CREATED WITHIN THE HEALTH SERVICES ADMINISTRATION (HSA), SEE APPENDIX B-351 Attached.

*No MASS DATA CHANGE SHEET IS NEEDED  
Closed out 9-27-82: CM  
Copied to Agency, NNS + NNF*

HEALTH SERVICES ADMINISTRATION  
PUBLIC HEALTH SERVICE

The records described in this Records Control Schedule (RCS) are created by the Health Services Administration (HSA) which provides a national focus for programs and health services for all people of the United States with emphasis on achieving the integration of service delivery and public and private financing systems to assure their responsiveness to the needs of individuals and families in all levels of society.

To these ends, the HSA administers health service delivery programs supported by project grants, contracts or other arrangements; provides leadership to and supports efforts designed to integrate health service delivery programs with public and private health financing programs; administers formula grant-supported health services programs; assures quality and containment costs of service provided through the public financing programs; provides or arranges for personal health services, including both hospital and out-patient care, to designated beneficiaries; and provides advice and support to the Assistant Secretary for Health in the formulation of health policies. The HSA is comprised of the Office of the Administrator (OA), Bureau of Community Health Services (BCHS), Indian Health Service (IHS), the Bureau of Medical Services (BMS), and Bureau of Health Personnel Development and Service (BHPDS).

Official government records belong to the office where they are created, not to the employee. Federal legislation has set forth definitions and procedures that apply to all records created or maintained in government offices. Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government under Federal Law or in connection with the transaction of public business. Library and museum materials made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for conveniences or reference, and stocks of publications and of processed documents are not included.

Correspondence marked "personal, confidential or private" is not a personal paper when it relates to government business. Unlawful removal or destruction of government records is punishable by fine or imprisonment or both. All employees have a legal responsibility to safeguard government records, and to notify the HSA Records Management Officer of any actual or threatened removal or loss. No government records should be destroyed except in accordance with this Records Control Schedule which has been approved by the U.S. Archivist.

NOTE: All previous authorizations for the disposition of record and nonrecord materials covered by this schedule are hereby rescinded.

This schedule has separate sections for each classification of records, as follows:

Part 1A, Items 1-19 - Permanent and Nonpermanent Program and Administrative Records describes record materials accumulated at Headquarters and field offices to comply with HSA policies. This schedule provides the time-table for which these records are to be transferred to the Federal Records Center (FRC) for a specified period of time and then offered to the National Archives for permanent retention. The records are grouped according to function. In all cases, the official permanent program and administrative records will be maintained in the OA staff office responsible for that function.

Part 1B, Item 20 - Bureau of Community Health Services (BCHS) Permanent and nonpermanent program records pertaining to contracts, loans, and grants which provides for the distribution of Federal money for various types of health care programs, which are designed to meet the total health needs of the community it serves.

Part 1C, Item 21 - Indian Health Service Permanent and nonpermanent program records. Files for hospitals, health centers, etc. are covered under PHS Hospitals and Clinics.

Part 1D, Items 22-24 - Bureau of Medical Services Permanent and nonpermanent program records. Files including Public Health Service Hospitals and Outpatient Clinics.

Part 1E, Items 25 - Bureau of Health Personnel Development and Service Permanent and nonpermanent records pertaining to student loans and scholarship programs including National Health Service Corp.

Part II, Item 26 - Nonrecord Materials preserved solely for purposes of reference.

This RCS should be used in conjunction with the General Records Schedule (GRS) published by GSA (Appendix A of the HHS Records Management Manual). Records for which disposition instructions are available in the GRS will be referenced, as necessary. (For the most part, items listed in the GRS are not included in this RCS.)

Any file system not listed in this schedule is not authorized for disposal.

// D. Supporting Manpower Zero Base Budget Documentation

Final manpower forms and supporting papers.

Disposition: Nonpermanent

Destroy when documents are 3 years old.

// E. Other

Regional Work Program Guidance, updates, and direct correspondence OMB Circular A-76 direct correspondence and studies.

Disposition: Nonpermanent

1. Destroy original paper records 1 year after transfer to magnetic tapes.
2. Erase magnetic tapes after 10 years. Do not transfer to a FRC.

13. HSA PAPERWORK MANAGEMENT PROGRAMA. Forms Management

Files are arranged numerically and annual estimated volume is 1 cu. ft. Records contain data showing the history of HSA forms, and the related procedures instituted, revised, superseded, or the cancellation of a form. A case file is maintained on each HSA form including background material. The OMP/OA is responsible for file materials relating to guidance furnished the HSA bureaus in carrying out their forms management responsibilities, and supervision of the overall HSA form management program.

Disposition: <sup>non-</sup>Permanent. See GRS 16, item 4.  
1

~~HSA Forms Management Officer: Transfer to the FRC a record copy of each HSA headquarters created form, 2 years after it becomes obsolete. Offer to NARS 10 years after obsolescence in 10 year increments.~~

~~Disposition: Management~~

1. All Other Material

(a) Files consisting of instruction and documentation showing inception, scope, and purpose of forms and related materials - transfer to inactive file, when superseded or obsolete, for 2 years then send to the FRC. Destroy 10 years after obsolescence.

(b) Destroy duplicate copies of forms when they become obsolete.

2. Sponsoring Office

Destroy 2 years after form is obsolete or superseded.

3. Other Offices

Destroy when form is obsolete or superseded.

B. Form and Form Letters History

1. Office forms and form letter materials relating to origin, scope, function and purpose of form, printed copies of the form and all revisions, requests for new or revised forms, or form letters, and related correspondence.

Disposition: Nonpermanent

Destroy 5 years after forms or form letters are discontinued, cancelled, or disapproved.

2. Forms and Form Letters Stock Control

Advisory and procurement cards, back orders, stock control cards, title inserts, and local or equivalent forms used for the same purpose.

Disposition: Nonpermanent

Destroy after the cards ~~has~~<sup>have</sup> been replaced by a new card or after the form to which the card pertains becomes obsolete or is superseded.

13/B/ 3. Forms and Publications Requisitions

Requisitions for Administrative Publications, requisitions for forms, and related materials.

Disposition: Nonpermanent

Destroy 1 year after requisition has been filled or cancelled.

13/B/ 4. Mailing or Distribution Lists

Files relating to mailing or distribution lists.

Disposition: Nonpermanent

Destroy 1 year after mailing or distribution list is replaced by a new list.

C. Records1. Filing Equipment

Requests and justifications for filing equipment (copies), equipment inventory records, and other related material.

Disposition: Nonpermanent

(a) Office of Record: OA - Destroy requisition and inventory records after 1 year.

(b) Other Offices: Destroy requests 3 months after equipment is received and equipment inventory completed.

2. Indispensable Records

Notices of shipment of HSA indispensable records and related materials.

Disposition: Nonpermanent

Destroy 1 year after disposition of related records at HSA Security Depository.

3. Records Disposition File (Records Control Schedule

Certifications of records disposition containing records destruction, retirement and storage data.

Disposition: Nonpermanent

Retain as long as it is useful, then destroy.

4. Records Maintenance

Records used to maintain a control and inventory over active records series and to initiate prompt disposition action upon expiration of retention periods.

Disposition: Nonpermanent

Destroy after purpose has been served.

5. Records Retirement and Shipment

Record transmittals and receipts SF 135, record shelf lists, requests for official personnel folders, shipping lists, GSA Form 7015, and other related materials.

Disposition: Nonpermanent

Dispose of after retention period of related records has expired and after submission of the annual records status report for the year in which the records were disposed of.

13/D. Reports Management

1. These records consists of listings of recurring reports required and responded to by HSA. Also included are backup materials to these listings. Each HSA activity is required to maintain a file on each report from which periodic listings are furnished. These listings/files include such information as name or report, cost and manhours to prepare report, requiring or responding office, etc.

Disposition: Nonpermanent

Destroy listings of report when superseded. Destroy files no later than 1 year after report requirement is terminated.

5. HSA Supply Control Program (HSA 045)

Contains the accountability, control, and dollar value for supply items maintained in inventory. The system covers 1800 supply items maintained for issue to 1500 requisitioning points.

Disposition: Nonpermanent

Punched EAM Cards - Transaction cards used to update property records under the existing EAM system are disposed 12 months after update. All other supporting EAM cards destroyed 12 months after they become inactive.

6. HSA Environmental Health and Safety Administrative System (HSA 050)

Will collect HSA accident, injury and occupational illness data on employees for use in planning programs to reduce occupational hazards.

Disposition: Nonpermanent

Not applicable since automated systems work has not been initiated.

15/ B. Bureau of Community Health Services1. Division of Monitoring and Analysis

- (a) Bureau of Community Health Services Common Reporting System HSP 012, this system is designed to improve the way the Bureau of Community Health Services manages the following programs for which it is responsible and to assure compliance with the legislative intent of each of these programs: (1) Community Health Centers Program; (2) Family Planning Program; (3) Health Underserved Rural Area Program; (4) Maternal and Child Health Program of Projects; and (5) Migrant Health Program. These programs are required by the Public Health Service Act or the Social Security Act. ?

Disposition: Nonpermanent

Transfer to FRC after 3 years. Destroy ~~3 years~~ after no longer needed for agency use, when 6 years old.

- (b) Migrant Health Project Report System (HSC 011) collects summary data from clinics treating migrant workers under BCHS grants. This reporting system for migrant health projects will be replaced by the BCHS Common Reporting System (No.1) (a) above Data collection ended in September 1976 but a few reports are still being completed.

Disposition: Nonpermanent

Destroy 2 years after no longer needed for agency use.

- (c) Migrant Hospitalization Reporting System (HSC 010) collects data on each admission of a migrant farm worker to a hospital serviced by a BCHS Migrant Hospitalization Project. The systems began in 1974, and includes the following data: beneficiary number, sex, date of birth, marital status, general reason for admission, days in hospital, and cost data. There is no data on diagnosis or treatment. The system is used to analyze the effective use of grant funds in migrant hospital projects.

Disposition: Nonpermanent

Destroy 2 years after no longer needed for agency use.

- (d) Family Planning Compliance Reporting System (HSC 034) stores family planning service utilization totals for Title X of the PHS Act and Title V of the Social Security Act grants to be used as input into the National Reporting System for Family Planning Services, Projects and Clinics.

Disposition: Nonpermanent

Destroy 2 years after no longer needed for agency use.

- 15/6/1/ (e) Medically Underserved Areas Data Base (HSP 009) this data system is designed to provide a means for identifying and designating medically underserved areas. Designated areas will be used by programs with legislated mandates to allocate Health Services Administration resources of a preferential basis. Data input to the system are obtained from the National Center for Health Statistics, U. S. Census, American Medical Association, American Osteopathic Association, and other agencies. The data base includes information on Infant Mortality, active physicians, and population characteristics.

Disposition: Nonpermanent

Transfer to FRC after 3 years. Destroy ~~3 years after~~ ~~no longer needed for agency use.~~ when 6 years old.

- 15/13/11/ (f) BCHS Data Management and Production Control System (HSP 004) this system provides for the acquisition, editing, error correction, updating, maintenance, management and documentation of all automated data bases required for information proposed by the Bureau of Community Health Services (BCHS) in pursuit of its program goals and objectives. The system also provides the manpower and facilities required to execute automated systems necessary to the operations of BCCHS.

Disposition: Nonpermanent

Transfer to FRC after 3 years. ~~Destroy 3 years no longer needed for agency use.~~ when 6 years old.

- 15/13/11/ (g) General Health Information System (HSP 013) this system was created to process the special one-time only requests to satisfy special reporting requirements of the Bureau of Community Health Services' management staff. Output is various to provide special health-related reports including data on Health Care Facilities, socioeconomic, Health Manpower, and Health Status for all categorical programs managed by the Bureau.

Disposition: Nonpermanent

Transfer to FRC after 3 years. ~~Destroy 3 years after no longer needed for agency use.~~ when 6 years old.

- 15/13/11/ (h) BCCHS Administrative Data System (HSC 006) maintains allocations and expenditures on grants in order to keep track of bureau resources.

Disposition: Nonpermanent

Destroy 2 years after no longer needed for agency use.

- 15/13/11/ (i) BCCHS Management Information System (HSP 005) this system consists of a series of sub-systems that provide personal data on employees, organizational data, staffing patterns, etc., necessary to the operation of the Bureau. Printouts and reports are generated regularly to meet various management and other appropriate Bureau staff requirements and to expedite mailing of publications.

Disposition: Nonpermanent

Transfer to FRC after 3 years. ~~Destroy 3 years after no longer needed for agency use.~~ when 6 years old.

15/c/4/(h) Drug Formulary (HSM 071) The function of this system is to print the drug formulary used by PHS Hospitals and Clinics. Data includes drug name, synonyms, pharmacological classification, dosage form, and free test.

Disposition: Nonpermanent

Source documents - coded sheets and printouts destroyed immediately after publication of Drug Formularies, tape files are continually updated.

2. PHS Hospital, Baltimore, MD.

(a) Ambulatory Care Data System (HSM 07) Each record contains patient identifiers, beneficiary code, type of clinic, diagnosis, and services rendered.

Disposition: Nonpermanent

Encounter Forms (Source Documents) - destroy every 2 FY. Tape records: (Baltimore only) Destroy 2 years after program value ends.

(b) Health Hazard Appraisal (HSM 061) is a computer program which calculates health risks for selected patients at the PHS Hospital, Baltimore, Md. The patient fills out a questionnaire which includes questions on age, weight, smoking habits, drinking habits, etc. The purpose of the system is to motivate patients to reduce the risk of premature death. No data base is collected in this system. r/

Disposition: Nonpermanent

Questionnaire forms are key punched. Forms and cards are returned to users. Output - printout of results are returned to user. No data base is collected in this system.

(c) Antibiotic Sensitivity Summary (HSM 068) covers selected patients at PHS hospital in Baltimore, Nassau Bay, Norfolk and New Orleans. Data includes personal identifiers and sensitivity to specific antibiotics.

Disposition: Nonpermanent

Abstract form (OCR) are scanned, then returned to user. Data retained on Disk for 1 year, then destroyed.

Disposition: Nonpermanent

Destroy when no longer needed.

11. Nutrition and Food Cost Accounting System (HSN 005) contains inventory and ration counts supplied from kitchen staffs in IHS hospitals. System is used to evaluate the adequacy and cost of diets in IHS hospitals.

Disposition: Nonpermanent

Destroy forms 90 days after use.

12. Position and Vacancy System (HSN 006) contains input data from DHHS personnel data system and skills bank and from employees. The principal output is summary reporting of personnel parameters as required for program management.

Disposition: Nonpermanent

Disposable under GRS 20.

13. Stocks and Stores Equipment Control (HSN 010) takes input from forms submitted by the general services staff on supplies and nonexpendable equipment. The system is used for ordering supplies, control, and accountability.

Disposition: Nonpermanent

Disposable under GRS 20.

15/ E. Bureau of Health Personnel Development and Service

1. National Health Service Corps

- (a) Quarterly Statement of Operations Reporting System (HSC 003) contains personnel utilization, supply, and expenditure data on all National Health Service Corps projects.

Input consists of quarterly reports submitted by each project.

Disposition: Nonpermanent

Destroy when no longer needed for agency use.

Office of Record

(1) Destroy 6 years after final payment, or upon resolution of any adverse audit finding.

(2) Transfer to FRC 2 years after final payment.

~~Destroy/Dispose of this system.~~

(b) Recruitment Volunteer File Maintenance and Reporting System, National Health Service Corps (HSP 001)

This system stores information from individuals interested in the National Health Service Corps, the Bureau of Medical Services and the Indian Health Service as a potential career. Administrative, operational and evaluation reports are produced for management use. Lists of recruits are maintained and updated daily, and mailing labels, statistical reports and master listings are generated. The site/provider portion of this system is now described separately in system code: 016.

Disposition Nonpermanent

Destroy when no longer needed for agency use.

(c) Equipment Inventory Management Reporting System, National Health Service Corps (HSP 002) this system

provides an effective method of controlling the United States Government Inventory of medical equipment at National Health Service Corps project sites. Edit or report printouts provide equipment identification and number of pieces.

Disposition: Nonpermanent

Disposable under GRS 20, section 3, item 1.

(2) Transfer to FRC 3 years after final payment. ~~Destroy 3 years after the final~~

(b) Other Offices

Destroy when 3 years old.

19/B/8. Crippled Children Services

The purpose of this program is to provide financial support to States (1) to extend and improve medical and related services to crippled children and children suffering from conditions that lead to crippling, and, (2) for special projects which may contribute to the advancement of services for crippled children.

These records consist of or relate to such matters as trip reports, statistical reports, applications, workshops, training, reviews, research, meetings, recommendations, evaluations, program narratives, surveys, and critiques.

Disposition: Nonpermanent

(a) Office of Record

(1) Destroy 6 years after final payment, or upon resolution of any adverse audit findings.

(2) Transfer to FRC 3 years after final payment. ~~Destroy 3 years after the final~~

(b) Other Offices

Destroy when 3 years old.

19/B/9. Sudden Infant Death Syndrome (SIDS) Information and Counseling Projects

The major purposes of this program are: (a) to assist families and prevent secondary traumas by providing informed, humane, coordinated and comprehensive services

during periods of bereavement and grief; (b) to keep professionals, paraprofessionals, volunteers and the public who may encounter these families, currently informed about SIDS, its impact on family survivors and about their responsibilities to families faced with this crisis; (c) to apply research findings in a timely and orderly manner in order to identify and diagnose infants who may be at risk for SIDS so they may receive therapeutic intervention; and ultimately, (d) to prevent these tragic deaths.

These records consist of, or relate to, budgets, reports, list of equipment, training and educational seminars, site visits, technical assistance, fiscal reports, statistical report, applications, review comments, audits, evaluations, and recommendations.

Disposition: Nonpermanent

(a) Office of Record

(1) Destroy 6 years after final payment, or upon resolution of any adverse audit findings.

(2) Transfer to FRC 3 years after final payment.  
~~Destroy 3 years thereafter~~

(b) Other Offices

Destroy when 3 years old.

19/8/10. Comprehensive Hemophilia Diagnostic and Treatment Centers (Project)

The purpose of this program is to expand the nationwide availability of comprehensive outpatient diagnostic and treatment centers for persons with hemophilia, particularly in areas where there are the greatest number with severe or moderate cases of the condition.

These records consist of or relate to reports, equipment lists, training, workshops, meetings, organization, job descriptions, biographical sketches, seminars, site visits, technical assistance, fiscal reports, statistical reports, applications, reviews, audits, evaluations, and recommendations.

Disposition: Nonpermanent

(a) Office of Record

(1) Destroy 6 years after final payment, or upon resolution of any adverse audit findings.

(2) Transfer to FRC 3 years after final payment.

~~Destroy 2 years after final payment, in accordance with 45 CFR, subpart D.~~

(b) Other Offices

Destroy when 3 years old.

19/8/11. 11. Genetic Diseases Testing & Counseling Projects

The purpose of this program is to establish and operate voluntary genetic testing and counseling programs primarily in conjunction with other existing health programs, including programs assisted under Title V of the Social Security Act.

These records consist of or relate to reports, equipment lists, training, workshops, meetings, organization, job descriptions, biographical sketches, seminars, site visits, technical assistance, fiscal reports, statistical reports, applications, reviews, audits, evaluations, and recommendations.

Disposition: Nonpermanent

(a) Office of Record

(1) Destroy 6 years after final payment, or upon resolution of any adverse audit findings.

(2) Transfer to FRC 3 years after final payment. ~~Destroy 2 years after final payment, in accordance with 45 CFR, subpart D.~~

(b) Other Offices

Destroy when 3 years old.

19/8/12. 12. Accident Prevention: Preventive & Emergency Child Health Care Projects

The purpose of this Maternal Child Health Formula and Project Grant program is to provide grants for special projects of regional or national significance which may contribute to the advancement of maternal and child health. Special projects currently funded include preventive and emergency child health care projects.

These records consist of, or relate to, such matters as trip reports, special reports, applications, statistical reports, reviews, training, workshops, meetings, research, recommendations, and evaluations.

Disposition: Nonpermanent

(a) Office of Record

- (1) Destroy 6 years after final payment, or upon resolution of any adverse audit findings.
- (2) Transfer to FRC 3 years after final payment. ~~3 years after final payment, or upon resolution of any adverse audit findings.~~

(b) Other Offices

Destroy when 3 years old.

19/6/13.

Private Practice Option Grants

The purpose of this program is to assist former NHSC members to establish their own private practice in a health manpower shortage area.

These records consist of, or relate to, such matters as reviews, site visits, applicant community profiles, biographical sketches, job descriptions, accessibility and utilization of personnel, certification statements, and equipment lists.

Disposition: Nonpermanent

(a) Office of Record

- (1) Destroy 6 years after final payment, or upon resolution of any adverse audit findings.
- (2) Transfer to FRC 3 years after final payment. ~~3 years after final payment, or upon resolution of any adverse audit findings.~~

(b) Other Offices

Destroy when 3 years old.

C. Training Grant Programs

1. Family Planning Services - Training Grant

The purpose of this program is to provide

training for personnel to improve the delivery of family planning services.

These records consist of, or relate to, such matters as reports, applications, award documents, job descriptions, biographical sketches, next years' forecasts, reviews and recommendations.

Disposition: Nonpermanent

(a) Office of Record

(1) Destroy 6 years after final payment or upon resolution of any adverse audit findings.

(2) Transfer to FRC 3 years after final payment. ~~Destroy 6 years after final payment.~~

(b) Other Offices

Destroy when 3 years old.

19/ D. National Health Service Corps

The purpose of this program is to assign health personnel to areas of critical shortages in health professionals.

1. These records consist of or relate to such matters as site visits, applicant community profiles, biographical sketches, applicant questionnaires, job descriptions, accessibility and authorization of field personnel.

Disposition: Nonpermanent

Destroy when 3 years old.

2. Field equipment inventories, audits, records of sale of equipment to communities or providers.

Disposition: Nonpermanent

Transfer to FRC 2 years after final payment is received.

Destroy 6 years after final payment or upon resolution of any audit findings.

3. Waiver Documentation Files on National Health Service Corps Reimbursement

Files include collection records, project financial and staffing reports, manpower shortage data, and population characteristics indicating inability to pay.

Disposition: Nonpermanent

Office of Record

- (1) Destroy 6 years after final payment, or upon resolution of any adverse audit findings.
- (2) Transfer to FRC 2 years after final payment. ~~Destroy~~  
~~4 years after final payment.~~

E. Contracts for Health Services

These contracts pertain to research and development programs in health related areas and technical assistance for health activities within the PHS Regions, i.e., comprehensive health planning, physical assistance training programs, development health area, and health education centers.

These records consist of, or relate to, reports (except final reports), initial procurement actions (preselection), solicitation, receipt, inspection, evaluation, selection, negotiation, pre-award reviews, award documents, requisitions, purchase orders, leases, bond and survey records, administration of contracts to include review and payment. See GRS 3, No. 4, for description and disposition.

J. Historical File

Records reflecting the history of the hospital such as, title documents relating to the acquisition of land on which station is constructed, copies of deeds, rights of way, easements, zoning maps, and plans.

Disposition: Nonpermanent

Transfer to the record center when 20 years old or when no longer needed for reference. Destroy when 25 years old or when administrative value ends.

21/ K. Office of Tribal Affairs1. Tribal Health Projects

Case files containing copies of correspondence, proposals, contracts, vouchers, and reports in connection with P.L. 94-437, the Indian Health Care Improvement Act, and P.L. 93-638, the Indian Self-Determination and Education Assistance Act.

Disposition: Nonpermanent

Transfer to the FRC after administrative value ends.

Destroy ~~two years thereafter~~  
*when 6 years old.*

2. Controlled Correspondence

Files containing correspondence in connection with IHS program operations filed by 8 IHS Area and 4 Program Offices.

Records containing OTA-controlled resolutions and correspondence with Indian tribal governments, Indian Health Boards, and other Indian organizations concerning IHS program operations filed under each appropriate Area or Program Office above.

Records containing correspondence with Federal Agencies.

Records containing controlled correspondence (HHS, HSA) with the Congress, White House, Secretary, Administrator, HSA, filed by appropriate IHS Area and Program Offices.

Disposition: Nonpermanent

Transfer to the FRC 3 years after administrative value ends. Destroy ~~two years thereafter~~.

*when 6 years old.*

3. General Correspondence

General correspondence with public pertaining to inquiries about IHS program, Indian people, eligibility for IHS care, employment, filed alphabetically.

Disposition: Nonpermanent

Destroy after 1 year.

~~Historical File~~

WITHDRAWN

~~These records are of historical value, and contain information in the following categories: Consultant Firms (Indian), Indians, Indian Organizations, IHS Program, Information & Public Relations, Legislation, Policy & Legal Reports, and Statistics.~~

Disposition: Permanent

~~Retain in Office of Tribal Affairs permanently.~~

25. Part IE: BUREAU OF HEALTH PERSONNEL DEVELOPMENT AND SERVICE (BHPDS)

Bureau of Health Personnel Development and Service serves as a national focus for efforts to increase the availability of and the placement of health professionals in medically underserved areas, and in promoting a redistribution of care professionals into health manpower shortage areas. This is accomplished in coordination with health service delivery programs administered by other organizations in the Public Health Service. To this end, the Bureau: (1) directs health professions scholarship and student assistance and training programs; (2) administers programs, including the National Health Service Corps, which assure accessibility to health care in underserved areas by arranging for health professionals to provide direct health services in health manpower shortage areas; (3) facilitates the integration of providers of health services into overall health delivery systems by providing national leadership in the development of assignments and professional productivity standards to improve quality of care.

A. Low Interest Student Loans

The purpose of this program is to increase educational opportunities for students in need of financial assistance to pursue a course of study in specified health professions by providing long-term, low interest loans.

These records consist of or relate to reports (except final reports), applications, notices of award, annual operating reports, letters of support, school faculty, school facilities, budget justifications, expenditure reports, obligated balances, payment requests, site visits, surveys, evaluations, recommendations, audits and objectives and goals. Final reports are covered in item 11-15.

Disposition: Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

Other Offices

Destroy 2 years after final payment.

B. Low-Interest Nursing Student Loans

The purpose of this program is to assist students in need of financial assistance to pursue a course of study in professional nursing education by providing long-term, low-interest loans.

These files contain approved and paid nursing grants, awards, extramural projects, training fellowships, awardees program narratives, job descriptions, reports of expenditure, applications, progress reports, obligated balances objectives and goals, budget estimates and justifications payment requests, equipment lists, bidding documents, next year forecasts, subcontracts, and loan drawdowns. Individual grantee files contain copies of applications, repayment schedules, promissory notes, and repayment agreements. Also included are school grant files, awards, and bidding documents.

Disposition: Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

Other Offices

Destroy 2 years after final payment.

C. Shortage Area Scholarships

This program is designed to assign health personnel to areas of critical shortages in health professions.

Files consist of reviews, site visits, applicant community profiles, biographical sketches, job descriptions, accessibility and utilization of personnel, certification statements, equipment lists, individual student files, tuition invoices from participating schools, stipend payments to students, related correspondence, and notice of grant awards.

Disposition: Nonpermanent

Maintain files until student completes obligatory service (approx. 4-12 years). Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever is later.

D. Shortage Area Loan Cancellation Files

Consists of files on shortage areas, correspondence on the various disciplines (Med, Vet, etc.) and student files on cancellation of Health Profession Loans.

Disposition: Nonpermanent

Maintain in office for 10 years then transfer to the FRC. Destroy when 15 years old.

E. Health Professions Loan Repayment for Failure to Complete Studies

The purpose of this program is to remove the burden of indebtedness if, for academic, economic or medical reasons disadvantaged students are forced to leave school before the completion of their health professions studies.

Disposition: Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

F. Nursing Loan Repayment for Failure to Complete Studies

The purpose of this program is to remove the burden of indebtedness if, for academic, economic or medical reasons disadvantaged students are forced to leave school before the completion of their nursing studies.

These records consist of or relate to applications, information about the loans for which repayment is being sought, applicant eligibility, school certification of attendance, recommendations and disposition of the repayment request.

Disposition: Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

G. Health Professions Student Loan Cancellation for Disability

This provision of the Health Professions Student Loan Program entitles the borrower to cancellation of the loan in the event of permanent and total disability.

Disposition: Nonpermanent

*Destroy 6 years after the*  
~~Retention until~~ loan program goes into phase-out.

H. Nursing Student Loan Cancellation for Disability

This provision of the Nursing Student Loan Program entitles the borrower to cancellation of the loan in the event of permanent and total disability.

These records consist of loan information, signed consent for release of information, medical records and supporting documentation, and action of the Surgeon General's Review Board.

Disposition: Nonpermanent

*Destroy 6 years after the*

~~loan~~ loan program goes into phase-out.

I. Program of Scholarships for First-Year Students of Exceptional Financial Need

The purpose of this program is to encourage students of exceptional financial need to pursue specific health profession careers by removing the fear of incurring heavy educational debts during the first year of study.

These records consist of applications, notices of award, annual operating reports, correspondence, audits and recommendations.

Disposition: Nonpermanent

*6*  
Destroy <sup>6</sup> 2 years after program phase-out or upon resolution of any adverse audit findings, whichever occurs later.

J. Health Professions Loan Repayment for Shortage Area Service Program

The purpose of this program is to attract to those areas of the United States which are experiencing a health manpower shortage, adequate numbers of health personnel from the professions of medicine, osteopathy, dentistry, veterinary medicine, optometry, pharmacy and podiatry.

Disposition: Nonpermanent

*6 years*  
Destroy <sup>6</sup> after completion of service contract or repayment to the Secretary in cases of default.

K. Nursing Loan Repayment for Shortage Area Service Program

The purpose of this program is to attract adequate numbers of nursing personnel to those areas of the nation which are experiencing a shortage of professional nurses.

These records consist of or relate to applications, information about the loans for which repayment is sought, applicant and service area eligibility, repayment schedules and signed service agreement between the Secretary and the borrower.

Disposition: Nonpermanent

*6 years*  
Destroy <sup>6 years</sup> after completion of service contract or repayment to the Secretary in cases of default.

L. Health Professions Loan Repayment for Failure to Complete Studies

The purpose of this program is to remove the burden of indebtedness if, for academic, economic or medical reasons disadvantaged students are forced to leave school before the completion of their health professions studies.

Disposition: Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

M. Nursing Loan Repayment for Failure to Complete Studies

The purpose of this program is to remove the burden of indebtedness if, for academic, economic or medical reasons disadvantaged students are forced to leave school before the completion of their nursing studies.

These records consist of or relate to applications, information about the loans for which repayment is being sought, applicant eligibility, school certification of attendance, recommendations and disposition of the repayment request.

Disposition: Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

N. Health Professions Student Loan Cancellation for Disability

This provision of the Health Professions Student Loan Program entitles the borrower to cancellation of the loan in the event of permanent and total disability.

Disposition: Nonpermanent

*Destroy 6 years after the*  
~~Retention until~~ loan program goes into phase-out.

O. Insured Health Loans

The purpose of this program is to encourage lenders to make loans to eligible students in specified health professions who desire to borrow money to pay for their educational costs. In addition, certain non-students (such as doctors serving as interns or residents) can borrow in order to pay the current interest charges accruing on earlier HEAL loans.

These records consist of or relate to student loan applications, lender applications, loan manifests, terms of agreement, budget justifications, periodic reports, site visits, surveys, evaluations, recommendations, audits, and objectives and goals.

Disposition: Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

Other Offices

Destroy 2 years after final payment.

P. National Health Service Corps Scholarships

The purpose of this program is to obtain students of medicine, osteopathy, dentistry, and other health professions needed by the National Health Service Corps for clinical practice in U.S. health manpower shortage areas. In return for each year of Scholarship support, students are obligated for one year of such practice. The minimum service obligation is two years.

These records consist of all correspondence, memoranda, and other files relative to the original application, contract agreement, first-time and continuing awards, payments made to or on behalf of, training deferments of, and service obligations of Scholarship recipients.

Disposition: Nonpermanent

Office of Record

Files of unsuccessful applicants are destroyed 6 months after the close of each annual application period.

Disposition: <sup>non-</sup>Permanent,  
^

Office of Record

Files of successful applicants are retained indefinitely, as Federal personnel records, following the completion of their service obligation or other satisfaction of the obligation incurred by Scholarship support.

Q. Health Professions Educational Assistance Program for Cuban Refugees

The purpose of this program is to make long-term low interest rate loans available to Cuban Nationals who were unable to receive support from sources within Cuba and have insufficient resources in the United States to finance their education in the health professions.

These records consists of or relate to applications, notices of award, obligation and payment authorizations exit interviews, coorespondence with the individual and schools they attended, repayment schedules and records of repayments made, deferments or cancellations.

Disposition Nonpermanent

Office of Record

Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever occurs later.

Other Offices

Destroy 2 years after final payment.