

4/20/81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-90-82- 2	
DATE RECEIVED	
November 5, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-15-81 Date	<i>Edith Mary</i> Archivist of the United States

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

Alcohol, Drug Abuse, and Mental Health Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Gordon Allen M.D.

5. TEL EXT

33364

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/23/81	<i>Jacquelyn L. Tolson</i> Jacquelyn L. Tolson	PHS Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
52	(AMENDMENT TO ITEM 52) <u>Appendix B-311</u> <u>Biometric and Epidemiologic Files</u> a. <u>Description:</u> These records are accumulated in each Institute and reflect the Institute's interest in biometry and epidemiology. Files consist of special studies relating to survey of physicians, psychiatric case registers, insurance-related studies, program evaluation, epidemiological and demographic studies, and miscellaneous analyses related to Institute programs. Records include machine runs, correspondence and reports. (For machine readable files, see Part IV.) b. <u>Disposition:</u> <u>Permanent.</u> Cut off file when study completed and put in inactive file. Hold 5 years and retire to FRC. Offer to National Archives when 10 years old. <u>AMENDMENT</u> c. <u>Disposition:</u> <u>Non-permanent.</u> Supporting raw data (abstracts, control sheets, summary lists and tables, code sheets) and other similar record materials. Hold 5 years and retire to FRC. Destroy when 1 1/2 years old.		

1 item

MASS DATA CHANGE SHEET NOT REQUIRED
Closed Out: 11-22-81
Copy to All FRC's and Admin