

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

<b>LEAVE BLANK</b>	
JOB NO <b>NCI-90-82-4</b>	
DATE RECEIVED <b>JANUARY 8, 1982</b>	
NOTIFICATION TO AGENCY <small>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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
Date <b>11-9-83</b>	Archivist of the United States <i>[Signature]</i>

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  
**Centers for Disease Control**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Sara S. Owens**

5. TEL EXT  
**FTS 236-3121**

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 2 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 <b>12/8/81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacqueline A. Tolson</i> <i>Sara S. Owens</i>	E. TITLE <b>PTIS Records Officer</b> <b>CDC Records Officer</b>
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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
1.	<p align="center"><i>Appendix</i></p> <p>This supersedes <sup>A</sup>B-321, Item 1, of the Centers for Disease Control Records Control Schedule, the original of which was approved by NARS January 27, 1978, under Job No. NC 1 90 78 1.</p> <p align="center"><u>ADMINISTRATIVE AND SUPPORT SERVICES</u></p> <p><u>Administrative and Technical Subject Files</u> The value of these files vary depending on the organizational level at which they are created and the purpose they serve. Documents generated at the Center (Bureau) level and below in the course of routine office functions have short-term value. These records include: correspondence, general information about diseases, programs, budget and appropriations, training, legislation, associations and societies, etc., and may be destroyed as specified in a. below.</p> <p>Files of the Office of the Director, Centers for Disease Control (including the Executive Office), possess inherent evidential and informational values vital for the primary use in developing an agency history. These records furnish the researcher with the insight, planning, organizational structure, functions, and overall agency direction. Included also are documents which reflect the</p>		

Continuation Sheet for SF-115

CDC's involvement in national and international training of health professionals, planning in disease prevention, international and interagency agreements, and position statements and protocols dealing with national and global eradication of diseases.

Authorized Disposition:

- a. Routine Administrative Files. Transfer to the Federal Archives and Records Center (FARC) when 1 year old. Destroy when 5 years old.
- b. Office of the Director, Centers for Disease Control. Permanent. Transfer to the FARC when no longer need in current operations. Offer to the National Archives when 30 years old.

Current accumulation: 153 cubic feet  
Annual accumulation: 20 cubic feet  
Filing arrangement: Alphabetically by subject  
Inclusive dates: 1942-current