

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

9 Jul 82

LEAVE BLANK

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

JOB NO

NC1-90-82-9

DATE RECEIVED

July 9, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

Gerry Elder

5. TEL EXT

443-4543

10-18-82 *Robert K. ...*  
Date 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 \_\_\_\_\_ 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

6/22/82  
7. ITEM NO

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Jacquelyn L. Tolson*

E. TITLE

PHS Records Officer

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

The following system should be added to the ADAMHA Records Control Schedule, B-311, Part II Program Records. This system is new to the agency as a result of transfer of the program from the Drug Enforcement Administration.

Drug Abuse Warning Network (DAWN)

a. Description

DAWN is a large-scale data collection system, the goal of which is to gather, interpret, and disseminate data on drug abuse within the continental United States. Specifically, it identifies drugs currently being abused and/or harmful to the individual and to society, permits the determination of existing patterns of drug abuse, allows the monitoring of changes in trends and provides data needed for the rational control and scheduling of both presently existing and new substances of potential abuse. DAWN is used to identify the epidemiology of drug use and abuse so that effective action can be taken at the Federal, State, and local levels.

3 items

MASS DATA CHANGE SHEET NOT REQUIRED  
Closed out: 10/25/82:cm  
Copies to NNB, NNS, NNF, Agency & NCAW

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
2	<p>b. DAWN files consist of data collection forms supplied by emergency rooms and the medical examiners on an ongoing basis in selected standard metropolitan statistical areas, and randomly throughout the country.</p> <p>DAWN administrative and technical files contain trip reports, computer and technical specifications, output reports, emergency room/medical examiner informational mailings, and administrative correspondence, which are of management value.</p> <p>(1) Emergency Room and Medical Examiner Report Forms</p> <p><u>Disposition:</u> Retain in active file for six months, then transfer to FRC. Destroy when 5 years old.</p> <p>(2) DAWN Administrative/Technical Files</p> <p><u>Disposition:</u> Retain in active files for five years. Destroy when no longer needed for reference.</p> <p>DAWN data tapes contain facility, demographic, and payment related data, facility reporting characteristics, substance classification data, and data relating to particular episodes of substance abuse.</p> <p>(3) <u>Disposition:</u> PERMANENT. Break files . . . annually. Transfer to the National Archives with proper documentation on an annual basis when three years old (when the data is transferred from on-line to magnetic tape).</p>	983 10/5/82	