

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

LEAVE BLANK	
JOB NO	NC1-90-83-2
DATE RECEIVED	4-8-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-13-83 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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

- FROM (AGENCY OR ESTABLISHMENT)  
Department of Health and Human Services
- MAJOR SUBDIVISION  
Public Health Service
- MINOR SUBDIVISION  
Centers for Disease Control

4. NAME OF PERSON WITH WHOM TO CONFERR  
*[Signature]*  
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 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 2/10/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn S. Tolson</i>	E. TITLE RHS Records Officer
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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
36. 1.	<p>This supersedes B-321, Item 36, 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><u>Communicable Disease Case Study Files</u> Records on individual patients, persons, groups, or specific geographic areas having or suspected of having communicable diseases. Files contain laboratory reports, family histories, photographs, notes, correspondence, and related materials. Also includes screening documents of aliens seeking to immigrate into the United States.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Original Documents Not Recorded on Microfilm</u> Transfer to the FRC when 2 years old and destroy when 10 years old.</p> <p>b. <u>Microfilmed Documents (Microfilmed in accordance with FPMR 101-11.507 (c) (1))</u> a) Destroy original records immediately following microfilm editing and corrections. b) Transfer microfilm to the FRC when 4 years old and destroy when 10 years old.</p>		

*2 items*

*MAS DATA CHANGE SHEET ATTACHED*  
*Copy to agency, 4-22-83; 88.*