

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-174-000030

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Schedule is media specific. Items covered are obsolete.

Per NARS5 and ARCIS, the FRCP received only 3 transfers under this authority - all disposed in August 1990.

Date Reported: 1/25/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

RG 90  
 1 item

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>30 JUL 1973</b>	JOB NO.
DATE APPROVED	<b>3874-30</b>

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION  
 Health Services and Mental Health Administration

3. MINOR SUBDIVISION  
 Center for Disease Control

4. NAME OF PERSON WITH WHOM TO CONFER  
 Mrs. Sara Owens

5. TEL. EXT. **404**  
**633-7772**

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

*10-11-73* James B. Rhoads  
 DATE ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

*July 24, 1973*  
 (Date)

*Eugene L. Waltherick*  
 (Signature of Agency Representative)

HSMHA Records Mgt. Officer  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p style="text-align: center;">Records of Tuberculosis Branch</p> <p>X-rays and punched cards prepared or accumulated by the Center for Disease Control for the study of tuberculosis.</p> <p>Dispose when determined by the head of the tuberculosis program that the records have no further research value.</p> <p>Approved for the Center for Disease Control Tuberculosis Branch by:</p> <p style="text-align: center;"><i>[Signature]</i></p>		

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington, D.C. 20408

DATE: 2 October 1973

REPLY TO  
ATTN OF: Jerry L. Wallace, NCD

*J.L.W.*

SUBJECT: Disposal Job No. NN-174-030

TO: Thomas W. Wadlow, Acting Director, NCD

The Center for Disease Control, Atlanta, Georgia, is seeking continuing disposal authority for X-rays and punch cards accumulated by the Tuberculosis Branch in its research. They will become disposable when the head of the tuberculosis program determines that "the records have no further research value." The first segment of records that would be disposed of under this authority date from 1946 to 1956.

In my opinion these records are clearly disposable under General Records Schedule #19, Research and Development Records, item 5, or under the old Communicable Disease Center's Records Control Schedule B-356, item 18. However, Mrs. Sara Owens, Records Officer for the Center for Disease Control, and Mr. E. Jerry Spyke, Program Manager of the Tuberculosis Branch, do not choose to use either of these authorities to dispose of the records. Rather, they want a specific disposal authorization for the Tuberculosis Branch's X-rays and punch cards. Thus, this Disposal Request. *Jaguel jw*

These X-rays and punch cards are of a purely scientific character. Once the data they contain have been thoroughly exploited, they have no further value for research purposes. Moreover, they are of no value in documenting the history of science. Accordingly, I recommend that this Disposal Request be approved.

It should be noted that Disposal Job No. NN-173-231 authorized the one-time disposal of similar Tuberculosis Branch records.

JERRY L. WALLACE

**GENERAL SERVICES ADMINISTRATION  
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1. <del>MISS JANE SMITH</del>						<del>13-E</del>					
2. <i>Mr Jerry Wallace</i>						<i>NCD</i>					
3.											
4.											
5.											

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ALLOTMENT SYMBOL   | <input type="checkbox"/> HANDLE DIRECT              | <input type="checkbox"/> READ AND DESTROY |
| <input type="checkbox"/> APPROVAL   | <input type="checkbox"/> IMMEDIATE ACTION           | <input type="checkbox"/> RECOMMENDATION   |
| <input type="checkbox"/> AS REQUESTED   | <input type="checkbox"/> INITIALS                   | <input type="checkbox"/> SEE ME           |
| <input type="checkbox"/> CONCURRENCE  | <input type="checkbox"/> NECESSARY ACTION           | <input type="checkbox"/> SIGNATURE        |
| <input type="checkbox"/> CORRECTION   | <input type="checkbox"/> NOTE AND RETURN            | <input type="checkbox"/> YOUR COMMENT     |
| <input type="checkbox"/> FILING   | <input type="checkbox"/> PER OUR CONVERSATION       | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT  | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/>                  |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE <u>9 October 1973</u> |   |   |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____                 |   |   |

REMARKS

RECORDS OF THE TB BRANCH, CENTER FOR DISEASE CONTROL. NN-174-030

COMMENTS:-

*We have no objection to this proposed disposal action.*

*Jane F Smith*  
*10-2-73*

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL		BUILDING, ROOM, ETC.			
JERRY L. WALLACE						NCD					
						TELEPHONE		DATE			
						22113		2 Oct. '73			

ly for controlling radiation conducts research on the effects of radiation exposure; tests an electronic product control program, to protect health and safety, including development and administration of standards to control the radiation from electronic devices; and the undertaking by private organizations of re-investigation into the effectiveness of such radiation

**OPERATIONS.**—The Director of Regional Operations has direct line authority over all activities; provides a central office headquarters officials for field support services; develops programs and plans for activities between FDA, State, and local health officials; and administers FDA's State program policy.

Provisions necessary for the enforcement of the laws under the jurisdiction of the FDA are carried out within the 10 W regions by laboratories and administrative offices located in 19 States and the United States District of Puerto Rico.

**Administration**

are and maintenance systems are fully financed, comprehensive, and responsive to the needs of individuals and families in all racial and ethnic groups.

**FUNCTION.**—The Health Service Administration consists of 15 major operating

and consultation is obtained through the assistance of State and Territorial Health Officers, Mental Health Officers, and Hospital and Medical Construction Officers. Public advisory councils and committees for major program

areas also provide advice and policy guidance to the Administrator.

The Administration maintains staffs in the regional offices of the Department. These staffs, headed by regional health directors who represent the Administrator, provide a focal point for responding to the needs of State and local governmental officials, community agencies, and others involved in the planning or provision of general health and mental health services; and review and approve applications for formula and project grants for the support of health planning, services, and facilities.

In addition to the regional offices, there are more than 300 HSMHA offices outside metropolitan Washington but within the United States: hospitals; outpatient clinics; Indian health area offices, hospitals, and health centers; quarantine stations; employee health units; prison hospitals and dispensaries; and other field offices. In foreign countries the Administration maintains foreign operations quarantine offices, malaria field offices, and other field stations.

In the Office of the Administrator, the National Center for Health Statistics collects, analyzes, and publishes vital health statistics and data on health resources and facilities to reflect the state of the Nation's health, health needs, and health resources; develops and stimulates use of technical and methodological innovations in collecting and analyzing statistics; and provides consultative assistance to foreign, State, and local health officials in the field of health statistics.

**MAJOR OPERATING COMPONENTS**

**NATIONAL CENTER FOR HEALTH SERVICES RESEARCH AND DEVELOPMENT.**—The Center conducts and supports research and development, demonstrations, and training projects addressed to the major national problems of rising costs, inadequate access, and uneven quality. Large-scale research and development efforts are di-

rected primarily at containing the rate of increase of medical care costs and developing community-based health services systems for improving the availability and quality of health care. The Center's major R&D efforts include: developing prototype health services systems; developing alternatives to hospital care; developing and testing cost-effective technology; evaluating new types of health service manpower; developing prototype professional standards review organizations; and developing a cooperative Federal-State-local health statistics system.

**NATIONAL CENTER FOR FAMILY PLANNING SERVICES.**—The Center develops long-range (5-year) family planning program objectives and plans; administers project grant activities and extramural research and training; provides technical assistance in family planning to State and local health organizations and to interested private organizations and institutions; administers a contract program to assist in combating sickle cell disease; and serves as a national clearinghouse for family planning information.

**CENTER FOR DISEASE CONTROL.**—The Center plans, conducts, coordinates, and supports national programs for the prevention and control, including interstate spread, of communicable and vector-borne diseases and other preventable conditions, including malnutrition; directs and enforces foreign quarantine activities and regulations; provides consultation and assistance in upgrading the performance of clinical laboratories, and evaluates and licenses clinical laboratories engaged in interstate commerce; and administers a nationwide program of research, information, and education in the field of smoking and health. It also provides consultation to other nations in the control of preventable diseases, and administers international activities for the eradication or control of malaria, measles, smallpox, and other preventable conditions. The Center is located

*1600 Clifton, N.E.  
Atlanta, Ga.*

## 18. IBM Cards on Field and Laboratory Research Projects.

Mrs. Owens, CDC Records Officer, said that this item might have been used to dispose of the TB records; however she wants specific disposal authority for them. *J.L.W.*

Dispose of 10 years after completion of study project. Transfer to Federal Records Center 1 year after completion of study to which cards relate.

Essentially working papers summarized in final project or other reports.

## 19. Training Correspondence Files.

Dispose of 2 years after completion of related course sessions.

Administrative and management records relating to individual training course sessions.

## 20. Training Material File.

Dispose of 7 years after discontinuance of course except training bulletins and course schedules. Transfer all other materials to Federal Records Center 1 year after discontinuance of course.

Record copies of training material, including lecture material, manuals, guides, charts, diagrams, and other training aids.

## 21. Training Program Records.

Dispose of after 10 years. Transfer to Federal Records Center after 5 years.

Training program records containing technical and non-technical information, reports, and correspondence with or regarding trainees, agreements, evaluations of training courses, requests for surveys, and related material.

## 22. Trainee Records.

Dispose of 10 years after last contact with trainee. Transfer to Federal Records Center 3 years after last contact with trainee.

Individual trainee records including applications, qualifications, evaluations, test grades, and related items.

GENERAL RECORDS SCHEDULE #19: RESEARCH AND DEVELOPMENT RECORDS

- |    |   |                             |  |
|----|---|-----------------------------|--|
| 5. | Source data files, punch cards, electronic tape, or comparable media used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature, and used for reference in arriving at determinations in the conduct of research projects. | Conform to agency practice. | Disposition determined by competent agency research personnel and files have served all needed purposes. |
|----|---|-----------------------------|--|

Item 5. Certain research projects require the conduct of long-range experiments and observations, with frequent recordings of resulting data. Also, data may be collected by means of questionnaires and recurring reports. The data is often recorded on punch cards, electronic tape, or comparable media. It serves a basic research purpose in arriving at decisions and determinations during the course of a project. Often the data is collected in a condensed but comprehensive manner in technical reports or publications. In such cases, if it is determined by scientific personnel that the source material from which the data is derived is of little, constituting a large volume of papers, may be disposed of as having no further research value. Also, in the absence of condensed versions of the data, it is recommended that the source data have little or no importance to the information contained in other project records in connection with a project, and may approve its disposal when it has served its basic research purposes.