

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

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  
**Office of Human Development Services**

3 MINOR SUBDIVISION  
**Children's Bureau**

4 NAME OF PERSON WITH WHOM TO CONFER  
*Whitman Byers*  
**Whitman Byers**

5 TEL EXT  
**245-2885**

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO  | NC1-102-84-1   |
| DATE RECEIVED   | 12-9-83  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 1-4-84<br><i>Date</i>   | <i>Robert M. Ware</i><br><i>Archivist of the United States</i> |

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<br>12/7/83 | D SIGNATURE OF AGENCY REPRESENTATIVE<br><i>George E. Deal</i><br>Dr. George Deal | E TITLE<br>Department Records Management Officer |
|-------------------|--|--|

| 7<br>ITEM NO | 8<br>DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| 1.           | State Progress Reports, 1956-64, 5 cubic feet, WNRC accession nos. 66A1406, boxes 21-24 and 69A1667, box 12 (partial only).<br><br>Statistical and narrative reports on projects undertaken by state and local health agencies relating to the Bureau's Maternal and Child Health and Crippled Childrens programs. These progress reports were filed by the heads of state health agencies on projects focusing on areas such as speech and hearing problems of crippled children and child deformities.<br><br>DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE |                          |                    |
| 2.           | Identical Memoranda to Regional Offices, 1948-63, 4 cubic feet, WNRC accession nos. 66A1406, boxes 18-20 and 69A1667, box 12 (partial only).<br><br>Circular directives prepared for all Regional Directors of the Bureau. These identical memos focused on administrative matters such as training opportunities, use of new forms, and filing guides for regional offices.<br><br>DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE   |                          | 32 items           |

3. State Plans for the Child Welfare Services Program, 1949-64, 3 cubic feet.

WNRC accession no. 65A284.

Arranged alphabetically by state.

The Children's Bureau administered a grants program for the development of child welfare services in the states. These plans were submitted by state health agencies for approval by the Bureau. The plans are narrative in format and include dated revisions. Information provided includes the organization of the state health agencies and state programs in the child welfare areas. Almost no fiscal data is present in these files.

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DESTROY IN DECEMBER 1988

4. Fiscal Records on State Plans for the Child Welfare Services Program, 1950-63, 32 cubic feet.

Arranged chronologically by year and thereunder alphabetically by state.

WNRC accession nos. 58A804, 61A214, 62A665, 65A739, 67A1549.

Annual budgets, quarterly estimates, financial reports, copies of state plans with revisions, and related correspondence concerning the Bureau's grant program for the development of child welfare services in the states.

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE

5. Background Working Files, *1964-70, 5 cubic feet.*

WNRC accession no. 72A2473

Copies of correspondence, internal memoranda, reference materials such as publications, and working drafts.

- a. Files of Robert McGee, Social Science Advisor, Office of the Chief of the Children's Bureau, on smoking and its effects on health, 1964-69. Boxes 4a - 6.
- b. Files on the Bureau's summer programs, 1966-69. Box 7.
- c. Files of Lois-ellin Datta, Coordinator of Evaluation for Project Head Start, 1967-69. Box 8.
- d. Files of the Regional Coordinator for Project Head Start, 1967-70. Boxes 9-10.

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE

6. Audit Reports of Grant funds for the Child Welfare Services Program, 1936-56, 3 cubic feet.

Arranged alphabetically by state and thereunder chronologically by year.

WNRC accession no. 62A89.

Formal fiscal audit reports with related correspondence on grants provided to the states by the Bureau for the development of child welfare services.

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE

7. Records Relating to the Florida Adoption Study, 1956-57, 12 cubic feet.

WNRC accession no. 71A1682.

- a. Case files on individual adopted children and the parents who adopted them. Included are reports of interview, evaluations of home environment, and behavior description charts. Boxes 1-8.
- b. Miscellaneous background working papers including data sheets, draft analysis, tables, code books, and correspondence. Boxes 8-10.
- c. IBM punch cards recording study data. Boxes 11-13 (half boxes).

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE

8. Reports of Field Visits under the Maternal and Child Health (MCH) and Crippled Children (CC) Programs, 1935-54, 12 cubic feet.

Arranged alphabetically by state and thereunder chronologically.

WNRC accession no. 57A272.

Original, mimeograph, and carbon copies of reports of field visits made by Childrens Bureau regional personnel to state health agencies. Topics include planning conferences and studies, awarding and progress of grants, and state program reviews. Multiple copies were sent to the Bureau's headquarters.

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9. City File Records, 1962-65, 2 cubic feet.

Arranged alphabetically by city and thereunder chronologically.

WNRC accession no. 68A1649.

General program and administrative files of the Community Services Branch of the Division of Juvenile Delinquency Service. Included are field visit reports, press releases, newspaper clippings, correspondence, reports on meetings, copies of reports prepared by local authorities, and internal memoranda.

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10. Juvenile Court Statistical Reports, 1946-52, 1.5 cubic feet.

Arranged alphabetically by state.

WNRC accession no 61A207, Boxes 1 and 3.

Annual statistical reports on cases before state juvenile courts. Categories of data include age, sex, delinquency, special proceedings, and dependency and neglect. Some related correspondence and background working papers are included.

**DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE**

11. Confidential Special Reports on State Training Schools, 1953, 1.5 cubic feet.

Arranged by school and state.

WNRC accession no. 61A207, boxes 2 and 3.

Reports on individuals employed by state training schools. Data includes sex, age, education, position, years employed, and training. Some background working papers are included.

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12. Regional Correspondence, 1946-64, 7 cubic feet.

Arranged in chronological periods and thereunder alphabetically by city.

WNRC accession no. 66A1406, boxes 28-34.

Carbon copies of correspondence prepared by the Childrens Bureau's regional offices and sent to state health offices. All program areas are represented.

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13. Reports Regarding Amputees and Prosthetics, 1953-58, 1.5 cubic feet.

Unarranged.

WNRC accession no. 59A2969.

Multiple copies of Federal and non-Federal printed reports on amputee performance with and development of prosthetics. Boxes 1-2.

**DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE**

14. Miscellaneous Records on Poliomyelitis, 1950-57, 0.5 cubic feet.

Unarranged.

WNRC accession no. 59A2969.

Congressional hearings reports, statistics, and related correspondence concerning poliomyelitis. Box 2.

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15. Miscellaneous Publications of National Organizations, 1955-67, 2 cubic feet.

Unarranged.

WNRC accession no. 72A2473.

Printed publications and reports of various national organizations such as the Salvation Army and Campfire girls. Also included is some correspondence requesting general information. Boxes 11-12.

**DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE**

16. Part I Five Year Plans for the Maternal and Child Health (MCH) and Crippled Children (CC) Programs, 1950-54, 15 cubic feet.

Arranged alphabetically by state.

WNRC accession no. 60A5010, boxes 31-45.

Five year plans submitted by state health agencies under the MCH and CC programs. These plans focus on state law and regulation and state personnel in the health field. Subject areas include authorizing legislation and implementing regulations for state health agencies, certification guidelines for health personnel, merit promotion systems, and retirement and compensation programs. Laws and regulations are frequently presented in printed form. Some material marked "obsolete" duplicate primary plans.

**DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE**

17. Statistical Reports of the Maternal and Child Health (MCH), Crippled Children (CC), and Emergency Maternal Infant Care (EMIC) Programs, 1940-52, 11 cubic feet.

Arranged by type of report and thereunder alphabetically by state.

WNRC accession no. 57A500.

- a. Monthly reports and related correspondence documenting the use of Fund E dollars for the EMIC program. State records included funds requested, audited, paid to states, over or under payments, and unexpended balances. Some correspondence included. Boxes 1-5.
- b. Annual and quarterly reports recording the number of crippled children listed on state registers. Box 6.
- c. Quarterly reports on services rendered for crippled children in hospitals, clinics, foster homes, and others. Box 7.
- d. Quarterly reports on maternity and infant cases completed under the EMIC program. Some related correspondence included. Boxes 8-9.
- e. Annual summary reports submitted by state health officials on the MCH and CC programs. Reporting categories for the MCH program include post-graduate education, number of local medical personnel, and MCH demonstrations. Categories for the CC report include professional training, surgery and pediatrics services, foster homes, and clinic personnel and facilities. Some data presented by country. Boxes 10-11.

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE

18. Grant Case Files for Special Project Grants to Institutions of Higher Learning, 1962-66, 11 cubic feet.

Arranged chronologically by year.

WNRC accession nos. 66A1406, boxes 25-27A; 69A6574, boxes 28-34.

Grant case files including fiscal documentation, proposals, correspondence, evaluative memoranda, progress reports, and final reports concerning grants given by the Bureau to colleges and universities. Examples of grant topics include children's dentistry, training in public health nutrition, pediatric cardiology, mental retardation, and toxemia studies. These case files focus on fiscal matters including the subject matter of the correspondence.

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19. Fiscal Records on State Plans for the Maternal and Child Health Program and the Crippled Children's Program, 1946-66, 289 cubic feet.

WNRC accession nos. 53A713, 54A544, 56A658, <sup>58A635,</sup> 60A5010 (boxes 1-30), 63A602, 64A828, 65A401, 65A1136, 66A1406 (boxes 1-17), 69A1667 (boxes 1-11), 69A6574 (boxes 1-27).

Fiscal records relating to the Bureau's grant programs. Included are requests for grant extensions and approvals, budgets, fiscal audits, allotment records, and related correspondence.

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20. Legislative History Files, 1965-69, 4 cubic feet.

WNRC accession no. 71A4024, boxes 116-119.

Printed Congressional documents and manuscript copies of prepared statements on legislative proposals and appropriation requests.

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21. Grant Case Files, 1965-69, 37 cubic feet.

WNRC accession no. 71A4024, boxes 120-156.

Applications, evaluations, and correspondence relating to fiscal matters concerning grant programs under various Bureau programs. In many instances, only the application is present in the file. Many of the applications are for funds for health training.

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22. Records on the Work Experience and Training Program, 1965-69, 22 cubic feet.

WNRC accession no. 71A2729.

Control forms, interview questionnaires, follow-up statistical reports, and financial data regarding a training study. No interim or final reports were found among these records.

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23. Reference Materials, 1952-68, 8 cubic feet.

WNRC accession no. 72A5307.

A miscellaneous collection of background materials including multiple copies of portions of the Bureau's handbook, procedures for fiscal accounting, budget requests, and summaries of state plans under various Bureau programs.

DESTROY IN DECEMBER 1990

~~DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE~~