

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-235-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED <i>June 26, 1999</i>	
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION Office of the Secretary			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Thomas F. Joyce <i>Thomas F. Joyce</i>	5. TELEPHONE (202) 690-5529 (202) 690-5521	DATE 9-15-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>9</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE JUN 16 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>William T. Barnes, Sr.</i> A Prentice Barnes, Sr.		TITLE

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Record Group 235 WNRC Project: Records of the Department of Health, Education, and Welfare</p> <p>This schedule provides one-time disposition authority for Department of Health, Education, and Welfare records, which are stored at WNRC, and which have been previously transferred to NARA custody by the Department of Health and Human Services.</p> <p>SEE ATTACHED SCHEDULE</p>		

SEP 22 1999

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**RECORD GROUP 235: GENERAL RECORDS OF THE DEPARTMENT OF HEALTH,
EDUCATION, AND WELFARE (HEW)
WNRC PROJECT**

Items 1-18 provide one-time disposition authority for the specific accessions listed.

1. Federal Security Agency. State Agency Characteristics Data Cards, 1938-45. 21 cu. ft.

The Federal Security Agency (FSA), predecessor of the Department of Health, Education, and Welfare, served as the main administrative organization for those agencies whose major purposes were to promote social and economic security, educational opportunity, and health of United States citizens. To coordinate its activities with State agencies that carried out similar functions, the FSA compiled the characteristics of State organizations on index cards. The records are arranged by State, thereunder according to an alpha/numeric/subject filing scheme. Included are job classifications and titles, salary rates, operating practices, employment regulations, organizational structures, and other personnel matters.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records served as a reference file on employment characteristics of State agencies that carried out the same functions as FSA. These files relate nearly exclusively to general administration of personnel functions at the State level.

WNRC Accession No.: 235-52A-0027

2. Federal Security Agency. Office of Materials Requirements. Welfare and Recreation Division. Correspondence and Reports, 1951-1952. 3 cu. ft.

The Welfare and Recreation Division was established to decide the need of priority building materials and other supplies for welfare and recreational uses. It worked closely with the Defense Production Administration (DPA) and the National Production Authority (NPA). The records consist of case files (arranged by State), quarterly reports, and correspondence (arranged by region, thereunder by subject). Also included are budget materials, staffing plans, reimbursement claims, and DPA bulletins. The records relate to such topics as the claimant agency program, explosion-proof schools, and the effects of strikes in the steel industry.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records are primarily administrative budget and personnel files. The secondary subject area of allocation of resources to recreational sites is of insignificant historical interest.

WNRC Accession: 235-55A-0266

3. HEW. Office of the Secretary. Office of State Merit Systems. State Merit Systems Plans, 1940-70. 63 cu. ft.

The Office of State Merit Systems developed and maintained policies, standards, and procedures for State Merit Systems in HEW's grants-in-aid program. Each State, territory, and possession submitted correspondence, compensation plans, and other personnel materials relating to topics such as salary scales, leave regulations and other common personnel policies. The records are arranged alphabetically by State and include acknowledgments of materials received, compensation plans and specifications, requests for personnel descriptions, and service ratings.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records relate to administrative personnel issues and provide little information of enduring historical value on actual program activities. This is also true of WNRC Accession 235-56A-0609, which was accessioned by NARA as part of the P95 project (Job NN3-235-095-001). Boxes 1-6 from the accession are program correspondence files and should be retained under the authority OS-HB/100/02A. The remaining boxes (7-41) consist nearly exclusively of acknowledgment correspondence, along with reference and reading files without attachments. The subject areas include personnel regulations, manuals, and plans from State Merit Systems.

WNRC Accession: 235-55A-0301, 235-61A-0308, 235-65A-0179, 235-71A-5947

NARA records (by WNRC Accession Number): 235-56A-0609 (Boxes 7-41)

4. HEW. Office of the General Counsel. Claims Manual Draft Files, 1937-54. 4 cu. ft.

These files consist of drafts of the claims manual and final clearances given by the General Counsel. The records are arranged by chapter number and include copies of reports, drafts, and revisions on such subjects as State laws on family relationships, railroad retirement, disability benefits, and proof of adoption. There is no original or completed manual in the files.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: The manual files complement an existing series, "Manuals, 1949-71," (A1, Entry 41) formerly maintained by the Office of the Secretary, HEW. Portions of the claims manual files predate the existing series and document the development of policies implemented by HEW on such issues as family relationships, retirement, disability benefits, and adoption.

WNRC Accession: 235-67C-0800 (Boxes 8-11)

5. HEW. Office of the Secretary. Assistant Secretary of Education. Educational Broadcasting Staff. Television Grants and Program Files, 1962-65. 20 cu. ft.

These records consist of materials used in the administration of Public Law 87-447, the

Educational Facilities Act of 1962. Under the grant program, universities, boards of education, and school districts applied for funding to purchase television equipment, antennas, VCRs, and other related broadcasting equipment. The files are arranged alphabetically by State and include successful grant applications, unfunded grant applications, and monthly status reports. Application files typically consist of the application form, audit and other financial records, supporting letters, matching grants, background information on the applicant, and evaluations of the application.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records consist of requests for equipment funding and do not provide any useful information on educational television or training programs.

WNRC Accession: 235-69A-3518

6. HEW. Office of the General Counsel. Patent Correspondence Files, 1951-69. 18 cu. ft.

These files relate to patent matters and litigation involving individuals employed by universities or companies to conduct medical research with HEW grant money. The grants typically funded the development of drugs and such medical equipment and processes as instruments for recording muscle contractions, computer applications to low temperature spectrophotometry on biological materials, brain research, and rapid micro dialysis units. The records are arranged alphabetically by surname of inventor. Files include summary forms about the inventions (name of invention, type and date of invention, name of employer, reason for Federal interest in the case and supporting documents, patent dates, and licensing information), background information on the employer, correspondence, reports, and memorandums.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: The records consist of materials created by the General Counsel that deal with rights and interpretation under contracts and grants awarded by HEW. These files are no longer needed to document legal precedents as the contracts and grants have long been terminated.

WNRC Accession: 235-72A-2942

7. HEW. Office of the Secretary. Division of Administrative Services. Central Records Section. Correspondence and Reports, 1966-68. 43 cu. ft.

These files consist of routine administrative correspondence and other housekeeping records. They are arranged according to several alpha-numeric-subject filing schemes. Included are acknowledgments of materials received and thank-you correspondence (arranged alphabetically by State, thereunder by subject), memorandums relating to such administrative matters as the savings bond campaign, training programs, personnel matters, and new duplicating equipment (arranged numerically by region, thereunder according to an alpha-numeric filing scheme), referrals of

correspondence to other agencies, and declined invitations (arranged according to an alpha-numeric filing scheme).

NOTE: Boxes 1-66 and 110-111 of WNRC Accession 235-72A-3113 are permanent under RCS/B100/1 and authorized for transfer to NARA under item 16 of this schedule.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: These files consist of routine correspondence and other administrative housekeeping records.

WNRC Accession: 235-72A-3113 (Boxes 67-109)

8. HEW. Office of the Assistant Secretary. Comptroller. Office of Grant Administration Policy. Division of Cost Policy and Negotiation. Audit Reports, 1966-70. 8 cu. ft.

The Division of Cost Policy and Negotiation developed Department-wide cost policies, provided liaison and coordination with operating agencies of HEW, negotiated indirect cost rates for colleges, universities, hospitals, and other nonprofit institutions, and provided technical advice to HEW's audit and operating agencies regarding cost, policies, and other financial matters pertinent to grant programs. The records are arranged by college or other institution. Included are forms, audit reports of institutions, requests for signatures, telephone conversation summaries, correspondence, and agreements.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records relate to financial and other administrative matters dealing with grant programs.

WNRC Accession: 235-72A-7856

9. HEW. Office of the Secretary. President's Council on Physical Fitness and Sports Subject Files, 1969-70. 10 cu. ft.

The President's Council on Physical Fitness and Sports was established by Executive Order 11398 of March 4, 1968, to support existing programs and recommend additional programs to promote physical fitness and opportunities for sports participation. The Council continued the activities of its predecessor, the President's Council on Physical Fitness. The records are arranged alphabetically by subject. Included are original and carbon copies of correspondence, acknowledgments, photographs, and reports on youth opportunities.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: The records are an accretion or closely related to the existing series, "Correspondence and Reports, 1956-68," (A1, Entry 35) of the President's Council on Physical Fitness.

WNRC Accession: 235-73-0011

10. HEW. Office of the Secretary. Office of Family Benefits Planning. Paperwork Management Branch. Subject Correspondence, 1969-72. 39 cu. ft.

The Office of Family Benefits Planning (OFBP) was a staff office of the Secretary of HEW. The OFBP was charged with the planning effort for the establishment of the Family Benefits Administration (FBA) and went out of business by 1974. This accession contains the residual files of the FBA. A major portion of the files was sent to the Social and Rehabilitation Service to create a resource library. Other files were destroyed, removed or lost. The remaining records include administrative files, weekly project status reports and other reports, correspondence, memorandums, summary sheets, committee documents, and records from the Office of Data Systems and Office of Policy. The records relate to such topics as public affairs, reform policy issues, plans and policies, the establishment of regional offices, grants, manpower needs, and welfare reform.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: Both the Office of Family Benefits Planning and the Family Benefits Administration existed for only a few years. Due to the disappearance and scattering of most of the files, the remaining files should be retained to document the existence and programs of these organizations.

WNRC Accession: 235-74-0012

11. HEW. Office of Human Development. Office of Native American Programs. Native American Program Official Files, 1965-73. 62 cu. ft.

These files originated in the Indian Division, Office of Economic Opportunity, which was transferred to HEW, Office of Native American Programs, in August 1973. The records consist of financial reports, grant proposals, and processing files. Included are Rough Rock Demonstration School (Arizona) monthly reports and photographs, and grant proposal files that contain such documentation as evaluations, audits, financial reports, applications for community action programs, and other supporting materials. The records relate to such subjects as education, reservation development, Indian business development, and training centers.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: The records document efforts to improve education, business, and the circumstances of daily life among Native Americans.

WNRC Accession: 235-76-0018OHD

12. HEW. Office of Human Development. Office of Administration and Management. Grants and Contracts Management Division. International Grants Case Files, 1961-75. 14 cu. ft.

The Grants and Contracts Management Division is responsible for reviewing submitted proposals, awarding special foreign currency funds to international grant recipients in PL-480 countries, and maintaining the official files for recipients. The grants are known as Teaching and Traineeship Grants in the Field of Medicine. Files include correspondence, reports, studies, surveys, and other materials concerning the policies, administration, and coordination of teaching and traineeship programs in the field of medicine, through grants and awards to public and private institutions. Included are applications and supporting materials, review action summaries, approved and award documents, encumbering and paying documents, financial reports, reports of site visits, progress reports, published reports, termination documents, and related materials. The records relate to such topics as training of the disabled, culturally-disadvantaged preschool children, rehabilitation of coronary patients, application of plastic materials in orthotics, and operation of mobile ophthalmological units.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: The records document policy and program cooperation between the United States and foreign countries on health care issues and practices.

WNRC Accession: 235-76-0019

13. HEW. Office of the Assistant Secretary for Planning and Evaluation. Office of Program Systems. Planning Cycle Files, 1972-81. 34 cu. ft.

These planning cycle records are arranged chronologically by fiscal year, thereunder by program subject. Included are program materials, financial projections, memorandums, reports, correspondence with Congressional representatives, proposals, evaluation and implementation plans, Congressional committee prints, testimony given to Congress, and budget estimates. The records relate to such topics as the National Cancer Program, National Institutes of Health proposals, legislation, Medicaid, education, poverty, renewal projects, regional management reviews, revenue sharing, Federal Assistance Review program, and HEW's management process.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: Accession 235-76-0043 was incorrectly scheduled as permanent "studies and reports." The records are really planning cycle files. Most of the records are administrative copies, and at least one accession (235-79-0015) is an individual's reference files. Permanent program plans, evaluations, studies, and reports are scheduled under "Program Evaluation Planning Files" (OS-HB/301/01) and "Special Studies and Reports Files" (OS-HB/301/02).

WNRC Accession: 235-76-0043, 235-79-0014, 235-79-0015, 235-79-0016

14. HEW. Bureau of Federal Credit Unions. Region 3, Charlottesville, Virginia. Liquidated Federal Credit Union Case Files, 1956-62. 2 cu. ft.

These records relate to the liquidation of Federal credit unions in the District of Columbia, Maryland, Virginia, West Virginia, and the Virgin Islands. The files are arranged numerically by charter number. Included are statements and forms that document assets and liabilities, certify that creditors were paid, and identify reasons for liquidation.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: Business activities at the credit unions have been concluded. Liquidated credit union files in RG 413, Records of the National Credit Union Administration, are disposable 10 years after liquidation under N1-413-94-1-1.

WNRC Accession: 235-62B-0666 (Box 21), 235-65B-0453 (Box 32)

15. HEW. Office of the General Counsel. Railroad Retirement Board Correspondence, 1936-1954. 2 cu. ft.

These records relate to the coverage of employers under the Railroad Retirement Act and the Railroad Retirement Unemployment Insurance Act. The files are arranged in rough chronological order and include correspondence between the Railroad Retirement Board (RRB), Social Security Administration, and individual railroad companies; correspondence prepared by or addressed to HEW's General Counsel; and legal opinions by the RRB and the General Counsel regarding coverage of employers.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: Similar records were authorized for permanent retention under RCS/B580/30A. The records complement the records of the Railroad Retirement Board (RG 184), held in Chicago, and the legal opinions, correspondence, and reports of the Office of the General Counsel in RG 235. They demonstrate legal cooperation between the Board, the Social Security Administration, and HEW's General Counsel concerning retirement-survivor and unemployment-sickness benefit programs for railroad workers and their families.

WNRC Accession: 235-67B-0800 (Boxes 6-7)

16. HEW. Office of the Secretary. Division of Administrative Services. Central Records Section. Correspondence and Reports, 1966-71. 159 cu. ft.

These files consist of correspondence, reports, memorandums, and related materials on the overall

operations of the Department of Health, Education, and Welfare. The records are arranged according to an alpha-numeric-subject filing scheme and include planning, precedence, policy, and program files. Subjects covered include recreation, education, aging, prescription drug pricing, and assistance to families and migrant workers. Also included are applications, correspondence, and publications relating to the National Technical Institute for the Deaf. The records are arranged by educational institution and document the establishment or support of high school and college educational programs for deaf students.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: Similiar records were authorized for permanent retention under RCS/B100/1. They are closely related to the series, "Secretary's Subject Correspondence Files, 1956-74". The records document the administrative and program activities of the agency at its highest level.

WNRC Accession: 235-72A-3113 (Boxes 1-66, 110-111), 235-74-0010 (Boxes 1-91)

17. HEW. Office of Human Development. Administration on Aging. National Clearinghouse on Aging. Subject Files, 1969-73. 17 cu. ft.

These records are arranged in rough alphabetical order by subject and consist of correspondence, memorandums, reports, issuances, Administration on Aging publications, publicity materials, and conference and committee documents. The files relate to programs for senior citizens and include social service programs, camping, nutrition, social work, counseling, public assistance, housing, and model programs for senior centers.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: Similiar records were authorized for permanent retention under RCS/B710/1. The files document the Administration on Aging's role as a clearinghouse for information relating to diverse problems faced by senior citizens. The records relate to the planning, development, and coordination of programs, which provide services to and opportunities for older persons in all aspects of life.

WNRC Accession: 235-76-0007 (Boxes 1-17)

18. HEW. Office of Human Development. Administration on Aging. Office of Research, Demonstration, and Manpower Resources. Subject Files, 1970-71. 7 cu. ft.

These subject files document the Administration on Aging's research, demonstration, and manpower resources program, which seeks to identify effective methods of helping older people and to promote the preparation of teachers, researchers, and practitioners for the field of aging. The records are arranged according to an alpha-numeric-subject filing scheme and contain public inquiries from States, correspondence, memorandums, reports, issuances, and Administration

inquiries from States, correspondence, memorandums, reports, issuances, and Administration publications. Subjects covered include Social and Rehabilitation Service activities, obsolete forms, employment, meals-on-wheels, grants, public assistance, budget and evaluation plans, and regional meetings and conferences.

Disposition: PERMANENT. Transfer to NARA in FY99.

Justification: Similiar records were authorized for permanent retention under RCS/B710/1. The records relate to the Federal Government's efforts to study current living conditions among seniors citizens, develop ways to make their lives more meaningful, and to provide training for those who work with the aging and aged.

WNRC Accession: 235-76-0008 (Boxes 1-7)