

Original

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-442-00-3	DATE RECEIVED 6-15-00
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Centers for Disease Control and Prevention		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jimmy A. Harrison	5 TELEPHONE (404)639-0457	DATE 10-27-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 2 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,

is not required; is attached; or has been requested.

DATE MAY 12 2000	SIGNATURE OF AGENCY REPRESENTATIVE A. Prentice Barnes <i>[Signature]</i>	TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Centers for Disease Control and Prevention/Agency for Toxic Substances and Disease Registry (ATSDR) Y2K Related Records-Y2K Task Force</u></p> <p>The records date from 1996 to 2000 and document CDC's and ATSDR's four year effort to prepare for possible Y2K related programs in major databases. The Y2K task force was made up of CDC/ATSDR employees and government contractors.</p> <p><u>1. Y2K Records (textual and electronic records):</u> Includes correspondence, e-mails, reports, memoranda, spreadsheets, lists, notes, and other material documenting CDC's and ATSDR's efforts to prepare for the Y2K problem. This series contains routine and logistical documents relating to system reviews, contractor's efforts, and meetings; correspondence with CDC officials and other government agencies about Y2K issues; and records which relate to the review of individual systems to determine Y2K compliance.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

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7
ITEM
NO.

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR
SUPERSEDED
JOB CITATION

10 ACTION
TAKEN (NARA
USE ONLY)

A. Paper (textual) Records

Authorized Disposition:

Transfer to the FRC Upon termination of Y2K Task Force. Destroy when 5 years old.

B. Electronic Records

Authorized Disposition:

Transfer a record copy of all electronic records (e-mails, documents, spreadsheets, and word processing documents), to CD upon termination of Y2K Task Force. Delete electronic documents from live systems including personal computers. Transfer the CD containing a record copy of the electronic records to the FRC. Destroy CD when 5 years old.

Approvals:

Duffene Breun Walden date 5-1-2000

Y2k Task Force Representative

Jim A. Harrison date 4/27/00

CDC Records Officer

R. Kocher date 5/4/00

CDC Legal Office Representative