

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-442-02-1</i>	DATE RECEIVED <i>1/23/02</i>
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION Centers for Disease Control and Prevention (CDC)		In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office on Health and Safety/Records Common to CDC Offices			
4 NAME OF PERSON WITH WHOM TO CONFER  Jimmy A Harrison	5 TELEPHONE  (404) 498-1507	DATE <i>1-15-03</i>	ARCHIVIST OF THE UNITED STATES <i>J. 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 1 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 <b>AUG 28 2001</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>The Attached Schedule proposes adding a new item to the CDC Records Control Schedule (RCS), B-321, to cover the disposition of internal and intra-agency committee records. This item does not cover the disposition of Public Advisory Committee Files created under the Federal Advisory Committee Act (FACA, covered by item 1-25 of the CDC RCS, B-321), or routine committee files (covered by the General Records Control Schedule (GRS), 16, Administrative Management Records, item 8, Committee and Conference Files). This schedule is intended to meet the disposition requirements of internal and intra-agency committees as described in GRS 16, item 8, "note after item 8b(2)", which suggests that "records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF-115 to NARA."</p> <p>The need for this item has surfaced during a recent review of records of the Office of Health and Safety where the records of an important committee, the Occupational Health and Safety Committee, were located. It is CDC's opinion that these records contain sufficient evidential and informational value to warrant permanent retention.</p> <p><i>cc NR agency 8/7</i></p>	<p><i>8b(1) per Jimmy Harrison e-mail 7/25/02</i></p>	

1. Internal and intra-agency Committee Files [*Note this item does not cover the disposition of Public Advisory Committee files as defined in the Federal Advisory Committee Act (FACA) or records created to comply with the provisions of the Government in the Sunshine Act, including transcription and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the act. For the disposition of these records please refer to item 1-25, Public Advisory Committee Files, of the CDC Records Control Schedule, B-321.*].

- A. Records Created by Committees Maintained by the CIO Sponsor or Secretariat, including agendas, minutes, final reports, and related records documenting the accomplishments of official boards and committees.

1. Records of Committees Which Relate to Substantive and Important Agency Functions (i.e., Occupational Health and Safety Committee). These committees would relate to important agency programmatic business. Their functions would have a direct impact on major agency programs, functions, decisions, and activities and their preservation would give direct information on how agency policies and decisions are developed.

Authorized Disposition:

- Permanent. Cut off records at the end of the calendar year. Transfer to the FRC when two years old or when no longer needed for administrative purposes. Transfer to NARA when 20 years old.

2. Records of Committees Which Relate to Routine Administrative Agency Functions (i.e., office moves, and parking committee, etc.) The long-term retention of these records would not add to a further understanding of agency policies, decisions or substantive activities.

Authorized Disposition:

Cut off records at the end of the calendar year. Transfer to the FRC when two years old or when no longer needed for administrative purposes. Destroy when 5 years old

3. Electronic mail and word processing system copies

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Authorized Disposition:

DELETE within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Authorized Disposition:

DELETE when dissemination, revision, or updating is complete.

***{Note: A Summary of the functions of the Occupational Safety Committee, OHS, CDC is attached}***

Summary of the Occupational Health and Safety Committee, Office of Health and Safety, CDC, HHS

The Occupational Health and Safety Committee of the Centers for Disease Control and Prevention consists of representatives of all centers and all physical locations. The Committee serves as a central clearinghouse for information about health and safety issues, the implementation of OSHA and other federal regulations regarding health and safety, and makes recommendations about the occupational health and safety conditions and regulations at the Centers for Disease Control and Prevention. The committee serves as the coordinating body for such activities as fire drills and emergency evacuation plans (including individual plans for handicapped individuals). The minutes of its meetings include information about accidents, accident prevention, implementation of OSHA rules and regulations, and incidents involving health and safety concerns at CDC. The files also show information about solutions to health and safety problems that are not covered by existing rules and regulations, and responses to new or unique sets of circumstances relating to the unique scientific research environment of the Centers for Disease Control and Prevention.