

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only) 7	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-442-02-2	DATE RECEIVED 5-16-02
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Centers for Disease Control and Prevention			
3 MINOR SUBDIVISION Management Analysis and Services Office		DATE 4-8-04	
4. NAME OF PERSON WITH WHOM TO CONFER Jimmy A. Harrison	5 TELEPHONE (404) 498-1509		

**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 05/10/02	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 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>This schedule revises Item 2-33 of the CDC Records Control Schedule B-321, Manuscripts and Final Reports of Research Projects.</p> <p>For clarification purposes, the item is renamed, Final Reports and CDC Funded Manuscripts from Research Projects.</p> <p>In addition, an item is included which allows the permanent retention of substantive supporting records which add to the further understanding of the final report. Finally, the retention period for "routine" supporting records has been reduced from 10 years to 5 years.</p> <p>This revision was necessary so that records such as the "background records to the Surgeon General reports" were designated as permanent instead of applying a 10 year retention. These records clearly add to the understanding of the development and conclusions reached in the Surgeon General Reports which cover a wide variety of public health issues and problems.</p> <p>The proposed revised schedule and old schedule are attached.</p> <p style="text-align: right;"><i>CC Agency, NR, NWML, NWML</i></p>	NC1-90-78-1, Item 64	

2-33 Final Reports and CDC Funded Manuscripts from Research Projects, (NC1-90-78-1, Item 64):

Published and unpublished reports and manuscripts developed by CDC staff from completed research projects, including final reports of medical surveys and special studies connected with investigation, diagnosis, treatment or control of communicable, vector-borne, and other preventable conditions. These reports document in summary form the findings and conclusions reached relative to scientific projects both within CDC and through contractual arrangements.

Authorized Disposition:

- a. Record Copy: PERMANENT. Transfer to the FRC when 3 years old and transfer to NARA when 20 years old.
- b. Other Copies: Destroy when no longer needed for reference.
- c. **Supporting Material**

1. **Substantive Permanent Records.** Those records that contribute to the understanding of the final report; contains information which is valuable and/or which furthers the understanding of a program, decision, or activity of CDC; and/or which helps substantiate and validate complex research analysis or data (such as the background material to Surgeon General reports, etc.)

Authorized Disposition: PERMANENT. Transfer to the FRC when 3 years old and transfer to NARA when 20 years old.

2. **Routine Supporting Material.** Those records that do not contribute to the understanding of the final report and do not contain information as described above (item 2-33 c1). This material is routine in nature and relates to the administrative and/or logistical aspects of a final report and not to the substantive results achieved.

Authorized Disposition: Transfer to the FRC when 2 years old and destroy when 5 years old.

d. *Email & Word Processing System Copies. (see next page)*

Approvals:  
Jimmy A. Harrison

  
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CDC Records Officer

*PAULA L. KOCHER*   
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CDC Legal Representative

d. Electronic Mail and Word Processing System Copies

1. 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.

DISPOSITION: **TEMPORARY.** Delete within 180 days after the recordkeeping copy has been produced.

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

DISPOSITION: **TEMPORARY.** Delete when dissemination, revision, or updating is complete.