INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-442-05-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-GRS-2016-0016-0002

Date Reported: 1/4/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



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R	EQUEST FOR RECORDS DISPOSIT	LEAVE BLANK (NARA use only)						
	(See Instructions on reverse)				JOB NUMBER N-442-05-3			
	TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 6 - 28. 2005				
1 FROM (Agency or establishment) Department of Health and Human Services				NOTIFICATION TO AGENCY				
· ·	IOR SUBDIVISION			In accord U.S.C 3	ance with the pro 3303a the dispos	visions of 44 ition request,		
	nters for Disease Control and Prevention (CD	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.						
	OR SUBDIVISION and Services Office			approved"	or "withdrawn" in c	olumn 10.		
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE			ĺ	DATE	ARCHIVIST OF THE			
Jim	nmy A. Harrison	(404) 498-150	9	3.3.06	Ahabing	p		
I here record neede	ENCY CERTIFICATION by certify that I am authorized to act for this ds proposed for disposal on the attached <u>1</u> ad after the retention periods specified; and t sions of Title 8 of the GAO Manual for Guida	page(s) are not no hat written concur	w needed rence fro	g to the dispo for the busing om the Genera	sition of its recon ess of this agencial Accounting Of	rds and that th y or will not b ffice, under th		
	\checkmark is not required;	ttached; or		has been reque	ested.			
DATE	SIGNATURE OF AGENCY REPRESENT	6	TITLE					
JUN	202005 A Prentice Barnes, Sr.	m h.	DHHS	Records Mana	gement Officer			
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROP	OSED DISPOSITION		SU	GRS OR PERSEDED 3 CITATION	10 ACTION TAKEN (NARA USE ONLY)		
12 CP (13) (13) (13) (13) (13) (13) (13) (13)		g system copies of Records Control S	docume chedule					
115-109	CC LEASINCE MR MW NSN 7540-00-634-4604 PREVIOUS EDITION NOT USABLI	STANDARD FORM	115 (REV	/ 3-91) (CDC Adobe	e Acrobat 5 0 Electro P	nic Version, 8/20 Prescribed by NA 36 CFR 12		

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In conformance with NARA policy and procedures, this proposed disposition covers the retention of Electronic Mail and Word Processing System Copies for records listed for five major "parts" or "chapters" of the CDC Records Control Schedule B-321 including Part 1 - Administrative and Support Services, Part 2 -Research and Project Records, Part 3 - Training and Audiovisual Records, Part 5 -National Center for Health Statistics Records and Part 6 - CDC, Office on Safety and Health," Part 4 covers the large automated information systems of CDC therefore this addition is not needed and excluded from that chapter unless -otherwise specified. - Elutionic Records Systems, (per emusi from CDC RD, Jaked 12/13/05)

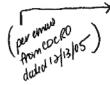
1.* <u>Electronic Mail and Word Processing System Copies (applicable to all records</u> series in this part of the CDC Schedule)

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.

DISPOSITION: **TEMPORARY.** 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.

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



*The new item will be added and indexed to the following numbers in the printed manual including 1-37, 2-81, 3-17, 5-24, and 6-23. The series description will explain that the schedule will cover the disposition of e-mail and word processing system copies for all records whose dispositions are covered in this part of the CDC Records Control Schedule, B-321.

Approval:

_date_6/16/2005 Aimmy A. Harrison

CDC Records Officer