

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NA-442-05-3	DATE RECEIVED 6-28-2005
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Centers for Disease Control and Prevention (CDC)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Management Analysis and Services Office		DATE 3/3/06 3.3.06	ARCHIVIST OF THE UNITED STATES Am... ..
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 JUN 20 2005	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 proposed records control schedule covers the disposition of copies of electronic mail and word processing system copies of documents covered by ⁶five chapters of the Official CDC Records Control Schedule B-321 for the programmatic records of the Centers for Disease Control and Prevention.</p> <p><i>cc Agency NR NWM D NWM W</i></p>		

*per manual
from CDC PB
dated 12/1/95*

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, ^{and} Part 4 covers the large automated information systems of CDC ~~therefore this addition is not needed and excluded from that chapter unless otherwise specified.~~ - Electronic Records Systems. (per email from CDC RO, dated 12/13/05)

1.* Electronic Mail and Word Processing System Copies (applicable to all records 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.

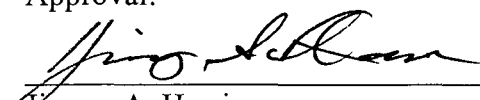
DISPOSITION: **TEMPORARY.** Delete within 180 days after the recordkeeping copy has been produced.

- 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~~ ^{new} items will be added and indexed to the following numbers in the printed manual including 1-37, 2-81, 3-17, ^{and 4-68} 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
Jimmy A. Harrison
CDC Records Officer

(per email from CDC RO dated 12/13/05)