

<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>N1-442-06-2</i>	DATE RECEIVED <i>9/18/06</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		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Coordinating Office for Global Health (COGH)			
4 NAME OF PERSON WITH WHOM TO CONFER  Jimmy A Harrison	5 TELEPHONE  (404) 498-1509	DATE <i>9/18/06</i>	ARCHIVIST OF THE UNITED STATES <i>Mr. W. Smith</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 <i>9/12/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alice Bettencourt</i>	TITLE <i>for</i> DHHS Records Official
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Attached is a proposed records control schedule covering the disposition of the International Cable System (INCA) which is located at the Centers for Disease Control (CDC), Coordinating Office for Global Health. The schedule has been reviewed and approved by the CDC Legal Office.		

SF-115, Request for Disposition Authority**Item 1. Official recordkeeping copies of budget, travel and personnel clearance cables created and approved by CDC program offices:**

Official recordkeeping copies are maintained in various CDC offices which create and receive them. Users of the system are notified upon entering the system of the following: "NOTE: CDC programs are responsible for the retention of cables SENT and RECEIVED in this system and are required to file and maintain a copy of telegrams as the 'OFFICIAL COPY' in conjunction with an approved CDC records control schedule."

Authorized Disposition:

CDC programs are responsible for the retention of messages/cables SENT and RECEIVED in this system and are required to file and maintain a copy of the record in accordance with NARA-approved, CDC records control schedules.

**Item 1. System Copy.**

(Supersedes GRS 20, Item 14)

Authorized Disposition:

Cut off records at the end of year in which completion of visa or delivery of telegram has occurred. Remove to off-line storage 2 years after cutoff. Delete/destroy 5 years after cutoff.

Delete

~~XXXXXXXXXX~~

To be used  
as filing  
instructions  
only. ~~END~~

## Approvals

*Doris Riggs* date 8/16/06  
Doris Riggs, Chief  
Office of Global Program Support Services,

*Jimmy A. Harrison* date 8/3/06  
Jimmy A. Harrison  
CDC Records Officer

*Eva M. Holland* date 8/9/06  
Eva M. Holland  
Attorney Advisor  
CDC, Office of the General Counsel