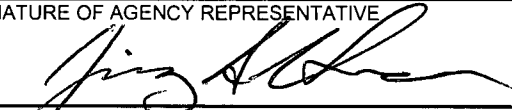


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-442-08-1</i>	DATE RECEIVED <i>7/8/08</i>
1. FROM (Agency or establishment) <i>Department of Health and Human Services</i>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Centers for Disease Control and Prevention		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CCID, NCPDCID, Division of Global Migration and Quarantine (DGMQ)			
4. NAME OF PERSON WITH WHOM TO CONFER Jimmy A. Harrison	5. TELEPHONE (404) 498-1509	DATE <i>1-23-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 03 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 07/03/2008	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE CDC 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	A proposed SF-115 of three pages covering Passenger Manifest Records is attached. The records are located in the Division of Global Migration and Quarantine (DGMQ), National Center for Preparedness, Detection and control of Infectious Disease, Coordinating Center for Infectious Disease (CCID), Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (DHHS).	none (new item)	

Organizational Explanations

COORDINATING CENTER FOR INFECTIOUS DISEASES (CCID)

The mission of the Coordinating Center for Infectious Diseases (CCID) is to protect health and enhance the potential for full, satisfying, and productive living across the lifespan of all people in all communities related to infectious diseases. To carry out its mission, CCID: (1) Fosters collaborations across CCID's centers, divisions and branches, builds external and internal partnerships, supports both science and program integration, and leverages both human and budgetary resources to increase the Centers for Disease Control and Prevention's (CDC) health impact and achieve population health goals; (2) helps investigate and diagnose infectious diseases of public health significance; (3) coordinates applied and operational research to define, prevent, and control infectious diseases; (4) assists in providing consultation and training to help state and local health departments plan, develop, implement, and improve immunization programs; (5) coordinates research and operational programs to prevent and control vaccine preventable diseases; and (6) assists in providing technical assistance to states, localities, and other nations to investigate and diagnose sexually transmitted diseases (STDs), viral hepatitis, tuberculosis (TB), human immunodeficiency virus (HIV) infections, and retroviruses; and coordinates applied and operational research on the spread, diagnosis, prevention, and control of HIV, other STDs, viral hepatitis, TB, and non-TB mycobacteria, and non-HIV retroviruses.

The National Center for Preparedness, Detection, and Control of Infectious Diseases (NCPDCID) maximizes prevention, preparedness, and response to infectious diseases in order to protect populations domestically and internationally through leadership, partnerships, epidemiologic and laboratory studies, and the use of quality systems, standards, and practices. In carrying out its mission, NCPDCID: (1) Works collaboratively across CDC and with public health and healthcare partners in conducting, coordinating, and supporting surveillance, research, and prevention programs to prevent and minimize morbidity and mortality among domestic and international populations; (2) collaborates with other CDC programs to ensure availability of appropriate domestic and international platforms intended to build capacity and conduct public health work on infectious diseases; (3) coordinates activities across CCID and CDC related to vulnerable populations, healthcare quality, quarantine, research, surveillance, emerging infectious diseases, and laboratory services; (4) establishes relationships and partnerships with domestic and international health organizations, healthcare facilities, federal agencies, state and local health departments; and other external partners; (5) provides technical assistance to external partnerships for improving program operations; (6) provides a platform for synthesis, translation, and dissemination of research findings into public health practice at the front line; (7) participates in the development of national policies and guidelines for prevention and control of infectious diseases; (8) coordinates processes

for developing, awarding, and managing grants and cooperative agreements; (9) administers a national quarantine program to protect the U.S. against the introduction of diseases from foreign countries and the transmission of communicable disease between states; (10) facilitates appropriate cross-cutting collaboration with other NCs, CCID, other CDC programs, and external partners to promote effective surveillance for infectious threats to health; (11) designs and conducts epidemiologic studies to investigate the causes and risk factors for infectious diseases; (12) identifies, evaluates, and promotes the nationwide implementation of interventions designed to prevent infectious diseases, antimicrobial resistance, related adverse events, and medical errors among patients and healthcare personnel; (13) investigates and responds to outbreaks, emerging infections, and related adverse events among patients, healthcare providers, and others associated with the healthcare environment; (14) leads the improvement of domestic and international laboratory practices in clinical and public health laboratories through a quality systems approach; (15) provides services and expertise in development of quality systems to support compliance with FDA regulations on production, distribution, and use of laboratory diagnostic reagents; (16) provides support to CDC laboratories and investigators including provision of animals, services, materials, and specialized expertise; and (17) provides emergency response coordination of CCID resources and enhanced epidemiologic, surveillance, and laboratory response capacity for bioterrorism and other infectious disease public health emergencies.

Division of Global Migration and Quarantine (DGMQ)

Division of Global Migration and Quarantine

(1) Administers a national quarantine program to protect the U.S. against the introduction of diseases from foreign countries and the transmission of communicable disease between states; (2) administers an overseas program for the medical examination of immigrants, refugees, and as necessary, other migrant populations destined for legal entry to the U.S., with inadmissible health conditions that would pose a threat to public health and impose a burden on public health and hospital facilities; (3) conducts surveillance, research, and prevention programs to prevent minimize morbidity and mortality among the globally mobile populations entering and leaving the U.S.; (4) maintains liaison with other federal agencies, state and local health departments, and other stake holders, and provides information on global migration and quarantine matters to them; (5) provides liaison with international health organizations and participates in the development of international agreements affecting quarantine; (6) evaluates and provides technical support on the development and enforcement of policies necessary for implementation of federal quarantine authority; (7) conducts studies to provide new information about health hazards abroad, measures for their prevention, and the potential threat of disease introduction into the U.S.; and (8) provides logistic support to other programs of the CDC in the distribution of requested biological agents and movement of biological specimens through U.S. ports of entry. (Approved 3/22/2007)

1. Passenger Manifest Records

HHS and CDC has statutory authority under Sections 311 and 361-368 of the Public Health Service Act: to prevent the introduction, transmission and spread of communicable diseases from persons arriving into the United States from foreign countries or engaged in interstate or international movement. The types of records that are collected and maintained include passenger manifests and custom declarations that contain flight information for each traveler. These records are used to perform contact tracing investigations and notifications of passengers and crew when known or suspected exposures to a communicable disease occur on board a conveyance arriving in the United States from a foreign country or traveling from one state or possession to another.

Authorized Disposition:

Temporary: Cutoff passenger manifest records annually in the quarter in which they are closed. Maintain one (1) year on-site after investigation file is no longer active (cutoff) and destroy during quarterly cycles (January, April, July, and October). The records must be fully destroyed (shredded) on-site to assure confidentiality and non-recovery of personal identifying information.

APPROVALS:

J Todd Mercer /date 6/27/08
DGMQ Approving Official

Jimmy A. Harrison /date 7/3/08
CDC Records Officer

J J /date 6/30/08
CDC Legal Representative
JAMES J. MURPHY