

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

NI - 442-09-1

1 From (Agency or establishment)

Department of Health and Human Services

Date Received

9/25/09

2 Major Subdivision

Centers for Disease Control and Prevention

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

4 Name of Person with whom to confer

Mary K Wilson, CRM

5 Telephone (include area code)

404-498-1552

Date

30 June 11

Archivist of the United States

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 _____ 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

has been requested

Signature of Agency Representative

Title

CDC, Records Officer

Date (mm/dd/yyyy)

09/25/2009

7 Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

See attached documentation

Scientific and Research Project Records

Records Control Schedule

1. Precedent-Setting Scientific and Research Project Records

These records represent scientific data and all other aspects of mission-related research such as disease prevention and control, environmental health monitoring, and health promotion and education. Activities may include project development, demonstration, distribution, assessment, and testing. These records document the planning, history, results, and outcome of a scientific and or research project conducted as part of CDC's mission.

These records may include planning documents and documents that evaluate or appraise a project or other research during its project life. These records may also include original observations, laboratory notebooks, and databases that contain scientific observations, modeling and sampling methodologies, and any other research-related documentation.

a. Long-Term Ongoing Studies That Contain Cumulative Research Data

Authorized Disposition: PERMANENT: Transfer a copy of data to NARA in 1 year intervals (or other time period established with NARA); the first transfer to occur within the first year after the approval of Records Control Schedule. Electronic media will be transferred to NARA formatted in accordance with current applicable regulations regarding transfer of electronic records.

b. Completed Studies

Authorized Disposition: PERMANENT: Transfer to NARA a copy of the completed database no longer than one year after the end of the project. Electronic media will be transferred to NARA formatted in accordance with current applicable regulations regarding transfer of electronic records.

2. Significant and or Secondary Research Records

These records may be datasets, field records, and other information necessary to understand a research project. They may also be connected to other data through metadata, indices, or other means. These records may include background materials maintained by individual researchers used to understand scientific advances, learn new techniques, or to prepare for a new project.

Authorized Disposition Maintain at least eleven years, but no longer than twenty years, after the retirement of the records depending upon program need for scientific, legal, or business reference. Transfer to FRC is authorized in accordance with applicable storage regulations of electronic records.

3. Minor Research Records

These are research records that relate to narrowly-focused, short-term tasks with the primary purpose of providing a client with an answer to a specific, local problem/question. They are not part of any scientific investigation of larger scope. They do not have the potential for developing into an expanded investigation.

Authorized Disposition: Maintain at least six years, but no longer than ten years after the retirement of the system depending upon program need for scientific, legal, or business reference then delete/destroy.

4. Research Support Records

These records may include copies of materials captured as part of research activities (references used as background material, etc.), to track information, models, computer code, or other reference material produced in the course of research, which was not used in significant research projects and or that will

not be useful for subsequent research. These records are created and maintained for short-term or routine purposes.

Authorized Disposition: If administrative usefulness has been met dispose of immediately or maintain for no longer than five years, after retirement of system—depending upon program need for scientific, legal, or business reference— then destroy/delete