

PHS
HHS

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NI-442-88-1
1 FROM (Agency or establishment) Department of Health & Human Services/Public Health Services		DATE RECEIVED/	5-9-88
2 MAJOR SUBDIVISION Centers for Disease Control		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION National Center for Health Statistics-HCSB		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER Linda Querec, PHS Records Officer	5 TELEPHONE EXT 443-2055	DATE 8/24/88	ARCHIVIST OF THE UNITED STATES M. C. Clausen
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 5/5/88	C SIGNATURE OF AGENCY REPRESENTATIVE George Dear	D TITLE DHHS Records Management Officer
------------------	-----------------------------------------------------	--------------------------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>19. NCHS conducts periodic surveys in a number of health-related areas in order to obtain data on the utilization of facilities providing long-term care, ambulatory care, hospital care, and family planning services.</p> <p>B. <u>Source Documents</u></p> <p>1.a. Selected National Hospital Discharge Survey abstracts and National Ambulatory Medical Care Survey patient records forms used for comparability studies. These studies are based on different adaptations of the <u>International Classifications of Diseases</u>.</p> <p>Authorized Disposition: Transfer to WNRC after when study is completed. Destroy 30 years after transfer.</p> <p>Verbal concurrence of Linda Querec, PHS Records Officer, received August 23, 1988</p> <p>PURPOSE OF THIS REQUEST: Change description of records to more accurately identify records and change authorized disposition time</p>	NC1-90-81-4 19B. 1&2	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

b. Completed official questionnaires, patient records forms, abstracts, or other source documents for other surveys of this type.

Authorized Disposition: Transfer to WNRC when two years old and destroy when seven years old. Earlier destruction is authorized.

c. Questionnaires used for pretest purposes before conduct of actual survey. Based on results of these tests, actual survey questionnaires are prepared.

Authorized Disposition: Destroy 2 years after pretest or analysis is completed, whichever is earlier.

Concur: Adela J. Bar 436-8522 7/13/87
 Administrative Officer, DHCS Extension Date

Stephanie O. Monte 434-7006 7/14/87
 NCHS Records Liaison Extension Date

✓ [Signature] FTS 236-6706 7/16/87
 CDC Records Liaison Officer Extension Date

4703
111 2912