

PHS  
HHS

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|---|-----------------------------|---|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>                  |                             | LEAVE BLANK   |  |
| TO <b>GENERAL SERVICES ADMINISTRATION<br/>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                             | JOB NO  | NI-442-88-1  |
| 1 FROM <i>(Agency or establishment)</i><br>Department of Health & Human Services/Public Health Services   |                             | DATE RECEIVED/  | 5-9-88   |
| 2 MAJOR SUBDIVISION<br>Centers for Disease Control  |                             | NOTIFICATION TO AGENCY  |  |
| 3 MINOR SUBDIVISION<br>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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><i>Linda Querec</i><br>Linda Querec, PHS Records Officer          | 5 TELEPHONE EXT<br>443-2055 | DATE<br>8/24/88   | ARCHIVIST OF THE UNITED STATES<br><i>McCluskey</i> |
| 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<br>5/5/88 | C SIGNATURE OF AGENCY REPRESENTATIVE<br><i>George Dear</i><br>George Dear | D TITLE<br>DHHS Records Management Officer |
|------------------|---|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-----------|---|----------------------------------|---|
| 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 <del>after</del> <sup>when</sup> 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: <u>Change description of records to more accurately identify records and change authorized disposition time</u></p> | NC1-90-81-4<br>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

✓ DK Law      FTS 236-6706      7/16/87  
 CDC Records Liaison Officer      Extension      Date

Entire  
11-8972