

August 25, 1989

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO *NI-442-90-1*

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED *10/24/89*

1 FROM *(Agency or establishment)*

NOTIFICATION TO AGENCY

Department of Health & Human Services

2 ~~MAJOR DIVISION~~ **PHS Health Service
Centers for Disease Control**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3 MINOR SUBDIVISION

National Center for Health Statistics, OAE

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Linda Querec
Linda Querec, PHS Records Officer

443-2055

4/22/91

[Signature]

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 3 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 <i>10/20/89</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> George Deal	D TITLE DHHS Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>NHANES I EPIDEMIOLOGIC FOLLOWUP STUDY (NHEFS)</p> <p>The NHANES I Epidemiologic Followup Study (NHEFS) is a longitudinal study which uses as its baseline those persons examined in the first National Health and Nutrition Examination Survey (NHANES I). The NHEFS is comprised of a series of surveys. To date, three data collection waves have been conducted. Wave I, was conducted from 1982-84 and included all persons who were between 25-74 years of age at baseline. An in-depth household interview with subjects or their proxies was conducted; hospital and nursing home records were collected. The design and data collection procedures adopted in Waves II and III, the 1986 and 1987 Continued Followups, were very similar to Wave I, the major difference being that the interview was conducted primarily by telephone, using computer assisted telephone interview technology. Current plans are to reinterview the cohort every third year. Waves IV and V are planned for early 1991 and 1994 respectively.</p> <p>The NHEFS was designed to investigate the association between factors measured at baseline and the development of specific health conditions. The three major objectives are to study morbidity and mortality associated with suspected risk factors; to study changes over time in participants characteristics, and to study the natural history of chronic disease and functional impairments.</p>		

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A. Survey Operations:

System outputs, codebooks, and reports; survey instruments; documentation relating to policy, planning, clearances, conduct and design of survey methodology, and analysis of data.

Authorized Disposition: Transfer original paper records to WNRC upon completion of study. Destroy when 30 years old.

B. Source Documents:

1. Original documents, including survey questionnaires; physical measurement records; hospital and nursing home facility medical records including admission, discharge, EKG, pathology, laboratory and operative reports; tracing records; medical authorization forms; payment records; and other miscellaneous documents.

Authorized Disposition: Transfer original paper records to WNRC upon completion of study. Destroy when 30 years old.

2. Microfilm/fiche copies of selected¹ hospital and nursing home facility medical records; medical authorizations.

Authorized Disposition: Transfer to WNRC by wave; destroy 30 years thereafter.

3. Questionnaires used for feasibility study and pretest purposes prior to conduct of actual surveys. Based on results, decisions are made to launch the survey and finalize survey questionnaires.

Authorized Disposition: Destroy when no longer needed for survey planning.

¹Only selected medical records will be filmed. However, all medical record case files must be stored intact.

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C. Master Data-Tape Files:

Magnetic tapes containing final, edited public use files from ~~various waves~~ ^{each} plus related documentation.

Authorized Disposition: ^{PERMANENT} Transfer to the National Archives one year after completion of Public Use Files.

(changed w/ concurrence of PHS. See NNX approval memo).

Concur:	<u><i>Madelyn A. Lane</i></u> NHEFS Project Officer Program Analyst, OAE/NCHS	<u>436-5975</u> Extension	<u>8-25-89</u> Date
Concur:	<u><i>Joyce G. Crossman</i></u> NCHS Records Liaison Officer	<u>436-6041</u> Extension	<u>8-30-89</u> Date
Concur:	<u><i>Paul K. Love</i></u> CDC Records Liaison Officer	<u>FTS 236-6706</u> Extension	<u>9/15/89</u> Date