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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</b><br><b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                             | JOB NO  | <i>NI-442-90-2</i>                                   |
| 1 FROM <i>(Agency or establishment)</i><br>Department of Health & Human Services, Public Health Service         |                             | DATE RECEIVED   | <i>3-15-90</i>                                       |
| 2 MAJOR SUBDIVISION<br>Centers for Disease Control  |                             | NOTIFICATION TO AGENCY  |  |
| 3 MINOR SUBDIVISION<br>National Center for Health Statistics, OPEP/ISS  |                             | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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><i>1/3/91</i>   | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</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 \_\_\_\_\_ 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><i>3/7/90</i> | C SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Arundhati Banner, Sr.</i> | 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  | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN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>The International Statistics Staff undertake projects under the International Assistance Program in accordance with Public Law 480 which provides for foreign assistance through use of excess currency funds in foreign countries.</p> <p><del>a. Site visit reports and project reviews related to specific projects.</del></p> <p><u>Authorized Disposition:</u> Hold 3 years; transfer to WNRC and destroy when 8 years old.</p> <p><del>b. Original agreements and amendments with related correspondence concerning National Center for Health Statistics participation in the P. L. 480 foreign assistance program.</del></p> <p><u>Authorized Disposition:</u> Hold 3 years; transfer to WNRC and destroy when 8 years old.</p> | NC1-90-81-4<br>Item 7<br>a and b |   |
| <i>Copies sent to agency, NCF, NN-W, NNT 1-10-90</i> |  |                                  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO                                    | PAGE                                     |
|--|---|---|--|
| 7<br>ITEM<br>NO.   | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9 GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10 ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|  | <p>c. Final completed technical assistance project reports and related documents.</p> <p><u>Authorized Disposition:</u> Permanent - Retain in NCHS for 3 years; transfer to WNRC. <sup>L2</sup> <del>Transfer Offer</del> to the National Archives when <del>10</del> in 5 year blocks when 5 years old.</p> <p>d. Summary files of each existing technical assistance project and related documentation.</p> <p><u>Authorized Disposition:</u> Permanent - Cut off annually &amp; transfer to WNRC. <sup>L2</sup> <del>Transfer Offer</del> to the National Archives when 5 years old. in 5 year blocks when 5 years old.</p> <p>e. Working papers and background information.</p> <p><u>Authorized Disposition:</u> Destroy when 3 years old or when no longer needed.</p> <p>CONCUR: <u>Allen Zark</u> 4367039 2/16/90<br/>Branch Chief, International Extension Date<br/>Statistics Staff</p> <p>CONCUR: <u>Joan G. Crossman</u> 436-7003 2/16/90<br/>NCHS Records Liaison Officer Extension Date</p> <p>CONCUR: <u>David K. Rowe</u> FTS 236-6706 2/23/90<br/>CDC Records Liaison Officer Extension Date</p> |   |  |