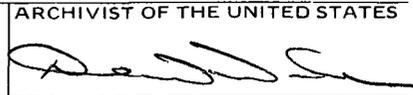


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-442-90-4</b>	DATE RECEIVED <b>04/12/90</b>
1 FROM (Agency or establishment) <b>Department of Health and Human Services</b> 2 MAJOR SUBDIVISION <b>Public Health Service</b> 3 MINOR SUBDIVISION <b>Centers for Disease Control</b>		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Linda Querec</b> PHS Records Management Officer	5 TELEPHONE EXT <b>(301)443-2055</b>	DATE <b>5/1/90</b>	ARCHIVIST OF THE UNITED STATES 
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 2 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 <b>4/2/90</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>DHHS Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>This item, Quarantine Project Files, supersedes item 74 of the CDC Records Control Schedule (CDC TN-79.1, 5/1/79). Vessel Sanitation reports are now filed separately from other quarantine project files. Therefore, the item has been divided into two separate records series each with specific retention requirements. The Center for Environmental Health and Injury Control, the organization which creates and maintains the records, requests that vessel sanitation reports be retained for ten (10) years to allow for the production of long-term consolidated statistical information. This represents an increase of five (5) years in the retention period of the records.</p> <p><u>Quarantine Project Files</u></p> <p>a. <u>Vessel Sanitation Records.</u> Vessel sanitation inspection reports and related documentation for international cruise ships inspected by CDC.</p> <p><u>Authorized Disposition</u> : Cutoff at the end of the FY in which the CDC inspection took place. Hold <del>Maintain</del> in office for three (3) fiscal years, then retire to an FRC. Destroy <del>when</del> ten (10) years <del>after</del> after cutoff. *</p> <p>b. <u>Additional Sanitation Records.</u> Includes rodent control records, aircraft disinfection reports, records relating to mosquito control at seaports and airports, and related X-rays.</p> <p><u>Authorized Disposition</u> Transfer to the FRC upon completion of project and destroy five (5) years thereafter.</p>	<p>NC1-90-78-1 CDC RCS Item 74 (CDC-79.1, 5/1/79)</p>	