

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	<i>NI-442-90-5</i>
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED	<i>6-12-90</i>
1 FROM <i>(Agency or establishment)</i> Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Public Health Service		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Centers for Disease Control			
4 NAME OF PERSON WITH WHOM TO CONFER Linda Querec PHS Records Management Officer	5 TELEPHONE EXT <i>(301) 443-2055</i>	DATE <i>9/17/92</i>	ARCHIVIST OF THE UNITED STATES <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 5 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>6/4/90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	(SEE ATTACHED)		
	<i>AGENCY SENT COPY 9/21/92 MW</i>		

Center for Environmental Health and Injury Control (CEHIC)

Plans, directs and coordinates a national program to maintain and improve the health of the American people by promoting a healthy environment and by preventing premature death and avoidable illness and disability caused by non-infectious, non-occupational environmental and related factors.

Agent Orange Project

(1) Designs, implements, and conducts epidemiologic studies of the health status of American Vietnam veterans exposed to herbicides, chemicals, medications, and environmental hazards or conditions; (2) develops study protocols, including interviewing instruments, and clinical laboratory, and interviewing procedures for research participants; (3) establishes procedures for and maintains a continuing review and monitoring of research efforts; (4) develops data collection systems, including data analyses and interpretation schema and methods, and formats for reporting findings; and (5) analyzes data and prepares reports of study findings. This project will end on September 30, 1990.

1. ROUTINE DATA COLLECTION ADMINISTRATIVE RECORDS--routine administrative records related to the minor aspects of data gathering. The records include such items as error correction sheets, miscellaneous forms, routine status reports, miscellaneous duplicate material, practice questionnaire forms and a variety of other routine records.

DISPOSITION: ~~Do not send to a Federal Records Center Destroy when no longer needed for administrative purposes.~~ <sup>DISPOSITION NOT AUTHORIZED. RESUBMIT WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES AND AFTER COMPLETION OF LITIGATION. \*</sup>

2. SCIENTIFIC ADMINISTRATIVE FILES (c. 1983-90)--Records relating to Congressional inquiries, audits and other activities regarding various research efforts. Included are status reports listing the reasons for exclusion of certain men from the study, computer printouts, and general correspondence files. Because of continued strong Congressional, legal, public and press interest in these studies, we are recommending a lengthy retention period for the records.

DISPOSITION: ~~Maintain at CDC. Transfer to the Atlanta Federal Records Center when no longer needed for administrative purposes or when three (3) calendar years old, whichever comes first. Destroy when thirty (30) years old.~~ <sup>DISPOSITION NOT AUTHORIZED. RESUBMIT IN 2012 OR AFTER COMPLETION OF LITIGATION, WHICHEVER IS LATER. \*</sup>

3. STUDY METHODOLOGY RECORDS (c. 1983-90)--These records include study protocols, the supervisor's manual, the interviewer's manual, one copy of blank forms used for the studies, copies of the contracts with each of the 13 contracting agencies and related documentation.

DISPOSITION: Permanent--Maintain at CDC. Transfer to the Atlanta Federal Records Center when no longer needed for administrative purposes or when three (3) calendar years old, whichever comes first. Transfer to the National Archives (Atlanta Branch) when twenty (20) years old.

VOLUME: 20 cubic feet  
CLOSED SERIES  
FILED BY STUDY THEREUNDER CHRONOLOGICALLY

\* TRANSFER TO THE FRC FOR THIS ITEM IS AUTHORIZED.

4. DATA COLLECTION FORMS (c. 1983-1990)--Original forms and microfiche of forms containing original information on participants in the various studies on Vietnam veterans (These forms include information derived from pathology review panels, tumor registries, patient interviews, birth records and other sources.) These forms comprise the primary source data which are the basis for all statistical research projects on the effects of Vietnam service conducted by CDC. The records include such items as substantive status reports, completed questionnaires, pathology review forms, clinical information forms, substantive edit sheets, validation reports, and related records. Many of these records were used as the primary input source for the records identified in item 5, Electronic Records. Because of the importance of these studies and the fact that this research is likely to be reviewed in the future for accuracy and scientific approach and methodology, it is required that these original source records be maintained for a substantial period of time.

~~DISPOSITION: Transfer to the Atlanta Federal Records Center. Destroy when thirty (30) years old.~~ <sup>DISPOSITION NOT AUTHORIZED. RESUBMIT IN 2012 OR AFTER COMPLETION</sup> OF LITIGATION, WHICHEVER IS LATER.\*

5. ELECTRONIC RECORDS DERIVED FROM THE STUDIES OF VIETNAM VETERANS EXPOSURE TO AGENT ORANGE:

- a. One electronic copy of all final data sets of studies including the cancer study telephone interview, pathology and related reports, random digit dialing screener interview, SEER (Surveillance Epidemiology and End Results) data, military records data, selection data, and the data base management system (DMBS), as well as the cohort telephone interview, quality control data, and data relating to reproductive outcomes and child health, medical examination, and psychosocial and neuropsychological evaluation. The primary input sources for these data sets are identified under items 4 and 7 of this schedule.

DISPOSITION: Permanent--Transfer one copy of each final data set to the National Archives in 1990. (NOTE: Where possible, the data tapes will be formatted in accordance with regulations noted in 36 CFR 1228.188, Transfer of machine-readable records to the National Archives.)

CLOSED SERIES  
VOLUME: LESS THAN ONE CUBIC FEET

- b. Systems Documentation--Includes pertinent information regarding the tape specifications, variable names and column layouts for each file, and hardcopy and computerized version (when available) of each code book.

DISPOSITION: Permanent--Transfer in conjunction with the transfer of electronic records under item 5a above.

VOLUME: 2 CUBIC FEET  
ARRANGED BY SPECIFIC STUDY

- c. Additional copies of computer tapes and system documentation.

~~DISPOSITION: Destroy when no longer needed by CDC for administrative purposes.~~ <sup>DISPOSITION NOT AUTHORIZED. RESUBMIT WHEN NO LONGER NEEDED FOR</sup> ADMINISTRATIVE PURPOSE AND AFTER COMPLETION OF LITIGATION.

\* TRANSFER TO FRC FOR THIS ITEM IS AUTHORIZED

6. FINAL REPORTS OF STUDY RESULTS (c. 1983-90):

- a. A record copy set of all final published reports and related manuscripts

DISPOSITION: Permanent: Transfer to the Atlanta Federal Records Center. Transfer to the National Archives (Atlanta Branch) when ten (10) years old.

CLOSED SERIES  
VOLUME: 2 CUBIC FEET  
ARRANGED BY STUDY

- b. Additional copies of publications and manuscripts

DISPOSITION: ~~Destroy when no longer needed.~~ DISPOSITION NOT AUTHORIZED. RESUBMIT IN 2012 OR AFTER COMPLETION OF LITIGATION, WHICHEVER IS LATER\*

7. PARTICIPANT MEDICAL FILES (c. 1983-90)--This item supersedes disposal authority of certain accessions in the Atlanta Federal Records Center placed under item 70 of the CDC Records Control Schedule (see note below). Consists of personal medical records of participants in the various Agent Orange studies and certain related records. The records consist of X-rays, medical charts, hospital records, and other miscellaneous records relating to the medical history and status of study participants. Many of these records were used as the primary input source for the records identified in item 5a, electronic records, final data sets. These records contain sensitive medical data on individual study participants and their families. The records will continue to be the subject of interest among the Vietnam veterans who participated in the various studies for many years to come. The retention period of these records needs to be increased from 20 to 60 years because of their long term legal value in protecting the interests of the U.S. Government and the participants in the study.

~~DISPOSITION NOT AUTHORIZED.~~

DISPOSITION: Transfer immediately to the Atlanta Federal Records Center. ~~Destroy when sixty (60) years old.~~ RESUBMIT IN 2012 OR AFTER COMPLETION OF LITIGATION, WHICHEVER IS LATER

(NOTE: This item supersedes only the established disposition of the accessions mentioned below. These records were placed under Item 70 of the CDC Records Control Schedule B-321. All other accessions placed under Item 70 are not involved in this revision.)

ACCESSION NOS.--Total Volume 697 cubic feet

442-86-0110  
442-86-0111  
442-86-0124  
442-86-0126  
442-86-0128  
442-87-0001  
442-87-0002  
442-87-0003  
442-87-0055  
442-87-0057  
442-87-0058  
442-87-0059

\* TRANSFER TO THE FRC FOR THIS ITEM IS AUTHORIZED.

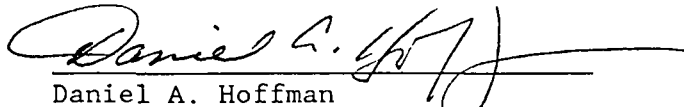
ACCESSION NOS. (Continued)

442-87-0060  
442-87-0061  
442-87-0072  
442-87-0073  
442-87-0074  
442-88-0034  
442-88-0036  
442-88-0037  
442-88-0038  
442-88-0055

Concurrences:

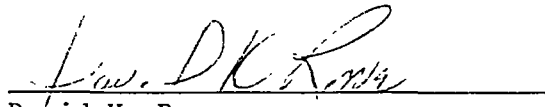
CONCURRENCES WITH CHANGES

DH  
6/29/92

  
Daniel A. Hoffman  
Assistant Director for Science  
Center for Environmental Health  
and Injury Control

5/25/90  
Date

(see left margin)  
INITIALS      DATE

  
David K. Rowe  
CDC Records Officer

5-30-90  
Date

DKR      7-19-92  
INITIALS      DATE