

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-442-91-1	DATE RECEIVED 12-6-90
1 FROM (Agency or establishment) 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Johanna A. Bonnelycke PHS Records Management Officer	5 TELEPHONE EXT. 301-443-2055	DATE 2/16/91	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 4 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	
		HHS Records Management Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	(See Attached)		

Center for Infectious Diseases

Plans, directs, and coordinates a national program to improve the identification, investigation, diagnosis, prevention, and control of infectious diseases.

Division of HIV/AIDS

(1) Conducts national surveillance of infectious diseases and other illnesses associated with human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS), and sentinel surveillance of HIV infection; (2) conducts national and international surveillance, epidemiologic and laboratory investigations, and studies to determine risk factors and transmission patterns of HIV/AIDS; (3) develops recommendations on the prevention and control of HIV/AIDS; (4) evaluates prevention and control activities in collaboration with other CDC components; (5) provides epidemic aid, epidemiologic and surveillance consultation, and financial assistance for HIV/AIDS surveillance activities to State and local health departments.

1. AIDS SURVEILLANCE DATA BASE (Proposed Schedule)

Contains demographic, transmission category, medical, and laboratory data on cases of AIDS reported to State and local health departments and shared on a voluntary basis, under an assurance of confidentiality, with the CDC AIDS surveillance system. The data are used without identifiers for statistical summaries and research by USPHS scientists to help understand and control the spread of HIV/AIDS.

Information in the surveillance system that would permit identification of any individual or establishment is collected with a guarantee that it will be held in confidence, will be used only for purposes stated in reporting forms, and will not be otherwise disclosed or released without the consent of the individual or the establishment in accordance with Sections 306 and 308(d) of the Public Health Service Act (42 USC 242K and 252m, (d)). Access to the CDC AIDS surveillance data base is limited to members of the Division of HIV/AIDS performing activities or analysis supporting public health activities. Appeal is to the Director, Division of HIV/AIDS, CID, or Director, CDC. In particular, no information will be disclosed to the public, parties involved in civil, criminal, or administrative litigation, or nonpublic-health agencies of the Federal, State, or local government.

a. INPUT FOR

- (1) Initial group of input forms returned to CDC, 1981 only. These forms should be retained as documentation of the beginnings of the tracking of the AIDS epidemic.

Disposition: PERMANENT--Transfer immediately to the Atlanta Federal Records Center. Transfer to the National Archives when thirty (30) years old. (Supersedes accession number 442-90-0125, box number 1 of 97 boxes, Atlanta Federal Records Center.) No CDC AIDS surveillance information that could be used to identify individuals, either directly or indirectly, will be made available to anyone for non-public health purposes.

Rate of Accumulation: Closed series.

Volume on Hand: Less than one cubic foot.

- (2) Hard copy forms, circa 1981-89, exclusive of those identified below.

Disposition: Transfer immediately to the Atlanta Federal Records Center. Destroy when twenty (20) years old. (Supersedes disposition for accession number 442-90-0125, boxes number 2 through 97 of 97 boxes, Atlanta Federal Records Center.)

- (3) Selective sample of hard copy input forms, 1981-present. A sample of blank forms to be retained to document the evolution of the data collection techniques used in the AIDS surveillance program.

Disposition: PERMANENT--Transfer to the National Archives in blocks of ten (10) years (i.e., transfer 1981-1991 in 2001).

Rate of Accumulation: Negligible.

Volume on Hand: Less than one cubic foot.

- (4) Input data on AIDS, (circa 1986-the present) transferred to CDC in electronic form (on floppy

disk via electronic transfer, and occasionally in hard copy form.

Disposition: Erase data and destroy hardcopy forms after they have been entered electronically and verified or when no longer needed for administrative purposes whichever is sooner.

b. DATA CONTAINED ON SURVEILLANCE DATA BASE (MASTER FILE) (FULL UNEDITED MICROLEVEL DATA).

Disposition: PERMANENT--Transfer a "snapshot" copy of the master file to the National Archives at five (5) year intervals, when the newest record is five (5) years old. The first transfer will occur in 1991. (NOTE: the data will be transferred to the Archives on tapes formatted in accordance with regulations noted in 36 CFR 1228.188, Transfer of Machine-readable Records to the National Archives.) The data on these tapes are not releasable to the public under the Freedom of Information Act, as amended, 1986, 5 USC 552(b)(6) personal and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. Information in the surveillance system that would permit identification of any individual or establishment is collected with a guarantee that it will be held in confidence, will be used only for purposes stated in reporting forms, and will not be otherwise disclosed or released without the consent of the individual or the establishment in accordance with Sections 306 and 308(d) of the Public Health Service Act (42 USC 242K and 252m, (d)).

Rate of Accumulation: Negligible.

Volume of Hand: Less than one cubic foot.

c. DOCUMENTATION OF MASTER FILE

Disposition: PERMANENT--Transfer in conjunction with the transfer of electronic records under b. above.

Rate of Accumulation: Negligible.

Volume of Hand: Less than one cubic foot.

d. OUTPUTS

- (1) AIDS Public Information Data Set is created by the CDC and consists of a microcomputer diskette and a set of microfiche. The diskette is updated each quarter and contains a single data file containing 38 variables extracted from the National AIDS Surveillance Data Base (item b. above). The microfiche are created in January and July and contain frequency tables and cross tabulations of 8 variables extracted from the national AIDS data set. They contain one set of tables for the entire US, one set for each State, and one set for each Metropolitan Statistical Area (MSA) with 500,000 or more population. (NOTE: AIDS statistics for metropolitan areas of less than 500,000 are not released to the public to protect assurances of confidentiality.)

Disposition: PERMANENT--Transfer one copy of the Public Information Data Sets and microfiche to the National Archives on an annual basis (the first transfer will include all previously released data sets). (NOTE: the data on the diskettes will be transferred to the Archives on tapes formatted in accordance with regulations noted in 36 CFR 1228.188, Transfer of Machine-readable Records to the National Archives.)

Rate of Accumulation: Negligible.

Volume on Hand: Less than one cubic foot.

- (2) System Documentation-AIDS Public Information Data Set--Includes pertinent information regarding tape specifications, variable names and column layouts for each files, and hard copy version of relevant code book.

Disposition: PERMANENT--Transfer in conjunction with the transfer of electronic records under item d(1) above.

Rate of Accumulation: Negligible.

Volume on Hand: Less than one cubic foot.

(3) HIV/AIDS Surveillance Publications of data maintained in the AIDS Surveillance Data Base, including the HIV/AIDS Surveillance Report and other relevant special publications, etc.

(a) Record copy of publications.

Disposition: PERMANENT--Transfer to the Atlanta Federal Records Center in five (5) year blocks when five (5) years old. Transfer to the National Archives in five (5) year blocks when ten (10) years old (i.e., transfer 1980-85 in 1995).

Rate of Accumulation: Negligible.

Volume on Hand: Less than one cubic foot.

(b) Additional copies of publications.

Disposition: Destroy when no longer needed for administrative purposes.

Concurrence:

Jimmy A. Harrison
CDC Records Officer

Date