

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

*N1-442-91-2*

DATE RECEIVED

*1-7-91*

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

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

Department of Health and Human Services

2 MAJOR SUBDIVISION

Public Health Service

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER

Johanna A. Bonnelycke  
PHS Records Officer

5 TELEPHONE EXT

301-443-2055

DATE

*7/21/92*

ARCHIVIST OF THE UNITED STATES

*[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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
Jan. 2, 1991	<i>Robert Bamber, Jr.</i>	HHS Records Management Officer

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>copy sent to Agency 7/22/92 mjd</i>	<i>NIA</i>	<i>Copy sent to NSR, NSX, NCF 7/27/92</i>

## EPIDEMIOLOGY PROGRAM OFFICE

(1) Serves as the focal point for the collection, analysis, and communication of basic surveillance information; (2) plans, develops, and edits the Morbidity and Mortality Weekly Report and various surveillance reports; (3) maintains the Epidemic Intelligence Service through the recruitment, training, and assignment of epidemiologists; (4) provides epidemiologic assistance and epidemic aid through the field assignment of epidemiologists; (5) provides assistance in analyzing the influence of various factors such as socioeconomic status and demographic characteristics on the incidence and severity of preventable diseases.

### Epidemiologic Data Bases

These electronic data collection systems enable the Centers for Disease Control (CDC) officials to better understand and report disease patterns in the United States, develop programs for prevention and control of health problems, and communicate new trends or findings to the State and local health communities.

#### 1. Significant Epidemiologic Information Systems (Scientific Data Bases)

Epidemiologic data bases which result in the collection of important medical or scientific data. Such data bases may collect information on diseases which receive significant public attention and have a long-term and/or significant impact on the public health of the United States and foreign countries. Included in these data bases are systems such as:

- The National Notifiable Diseases Surveillance System which weekly collects data on certain diseases for publication in the CDC's Morbidity and Mortality Weekly Report (MMWR) which is distributed throughout the nation to health professionals.
- The 121 Cities Surveillance System which weekly reports by broad age groups the number of deaths by place of occurrence and date of registration. Included in these reports are the number of deaths attributable to pneumonia and influenza.
- The Field Activity Summary Tally Electronic Report (FASTER) records epidemiologic investigations undertaken by CDC epidemiologists assigned to State and local health departments for the purpose of monitoring active epidemiologists' activities. This system contains a summary report on each epidemiologic investigation initiated by field epidemiologists in the Division of Field Services, Epidemiology Program Office, CDC.

#### a. INPUT DATA (in hardcopy or electronic form)

DISPOSITION: Destroy upon verification of data in data base or when no longer needed for administrative purposes, whichever is sooner.

- b. DATA FROM SIGNIFICANT DATA BASES (usually in electronic form, may consist of such items as final matrix tables, summarized final data, microlevel research data, etc.)

DISPOSITION: PERMANENT. Transfer to Center for Electronic Records as a copy of relevant data tapes three (3) years after termination of the project, or if appropriate transfer a "snapshot" copy of longitudinal data bases every five (5) years. The data will be transferred to the Archives on tapes formatted in accordance with regulations noted in 36 CFR 1220.100, Transfer of Machine-readable Records to the National Archives.

- c. CODE-BOOKS AND DOCUMENTATION FOR ITEMS IN 1.b. above.

DISPOSITION: Transfer in conjunction with 1.b. above.

d. OUTPUTS

- 1) Manuscripts and Final Reports not covered in Item 64 of the CDC Records Control Schedule, dated 1979.

DISPOSITION: PERMANENT. Transfer to Federal Records Center when five (5) years old and transfer to NARA when twenty (20) years old.

- 2) Routine material, i.e., printouts, data verification forms, and other material not containing substantive data.

DISPOSITION: Do not send to the Federal Records Center. Destroy when no longer needed for administrative purposes.

2. Epidemiological Information Collections Systems which are used to transfer raw field data to the three major data systems identified under Item 1:

a. INPUT DOCUMENTS

DISPOSITION: Destroy upon verification of data input into data base or when no longer needed for administrative purposes, whichever is first.

b. DATA FROM DATA BASES

DISPOSITION: Destroy when no longer needed for administrative purposes.

c. OUTPUTS FROM DATA COLLECTION SYSTEMS (consisting of such items as printouts, data tapes, etc.)

DISPOSITION: Destroy when no longer needed for administrative purposes.

CONCURRENCES:

*Maria S. Parker* 3/29/91  
Maria S. Parker Date  
Administrative Officer  
Epidemiology Program Office

*Jimmy A. Harrison* 3/29/91  
Jimmy A. Harrison Date  
Records Officer  
Centers for Disease Control