

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-442-91-5

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

DATE RECEIVED

2-1-91

1 FROM *(Agency or establishment)*

Department of Health and Human Services

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Public Health Service

3 MINOR SUBDIVISION

Centers for Disease Control

4 NAME OF PERSON WITH WHOM TO CONFER

Johanna A. Bonnelycke

5 TELEPHONE EXT

301-443-2055

DATE

2/2/91

ARCHIVIST OF THE UNITED STATES

[Signature]

PHS Records Management Officer

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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
<i>2/28/91</i>	<i>[Signature]</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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	Specimen Handling for Testing and Related Data See Attached.		

Copies sent to agency. NNA, NNX 5/31/98

Center for Infectious Diseases

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

Scientific Resources Program

(1) Provides animals, animal blood products, glassware, mammalian tissue cultures, microbiological media, special reagents, and other laboratory materials in support of research and service activities to CID laboratories and other CDC organizations; (2) installs, fabricates, modifies, services, and maintains laboratory equipment used in the research and service activities of CDC; (3) develops and implements applied research programs to expand and enhance the use of animal models necessary to support research and diagnostic programs and to improve breeding and husbandry procedures; (4) conducts both basic and applied research in cell biology and in the expansion of tissue culture technology as a research and diagnostic tool for infectious disease activities; (5) provides services for CID investigators in protein and DNA synthesis and sequencing; (6) provides clinical and anatomic veterinary pathology services to attending veterinarians and investigators who use laboratory animals; (7) for reagents prepared at CDC, maintains a computerized inventory; provides dispensing, lyophilization, capping, and labeling; and retrieves from storage and ships to requesters; (8) provides support for liquid nitrogen freezers; (9) provides consultation and liaison with other components of CDC and national and international research and professional organizations; (10) provides technical expertise and assistance in professional intramural and extramural training activities; (11) administratively and technically supports the CDC Animal Policy Board and the Atlanta Area Animal Care and Use Committee.

1. SPECIMEN HANDLING FOR TESTING AND RELATED DATA (Proposed Schedule)

This data base is used to document laboratory test results from CDC which are returned to submitting research and epidemiological organizations. Specimens are received from State health department laboratories. In addition, the data base is used to assist in the determination of epidemic causes, geographical location of specific diseases, and drug resistance of specific organisms. The data base contains information on adults and children whose specimens have been submitted to CDC for testing on the results of diagnostic tests involving microbiology, clinical chemistry, hematology, immunology, genetics, and pathology. The data are used for the tracking of reference and disease surveillance specimens and their test results, answering inquiries using Freedom of Information Act (FOIA) and Privacy act regulations. The data provide CDC scientists with test result data and the CDC Financial Management Office with billing information. The data also provide the CID Office of Administrative Services with informational summaries on workload measurement. The chief users are the staff of the Data and Specimen Handling Section and Center for Infectious Diseases laboratory staff. Data were first created in January 1973, are confidential under Privacy Act System Number

09-20-0106, and are processed through the CDC mainframe computer. Data are collected under authority of the Public Health Service Act, Section 301, Research and Investigation (42 U.S.C. 241).

a. INPUT FORMS

- 1) Paper records: Patient history and reference and disease surveillance specimen data which comes from public health providers (form CDC 50.34). Test results are provided by CDC laboratories.

Disposition: Destroy records after transfer to microfilm and verification of microfilm quality.

- 2) Microfilm

Disposition: Destroy when no longer needed for administrative purposes.

b. DATA CONTAINED ON SPECIMEN HANDLING FOR TESTING AND RELATED DATA BASE (MASTER FILE)

Disposition: Destroy when no longer needed for administrative purposes.

c. OUTPUTS

A report is produced on number of specimens and number of tests, billing of Federal agencies, answering inquiries about test results using Freedom of Information Act (FOIA) and Privacy Act regulations. The system permits a specimen to be tracked through its CDC history and provides data storage of test results.

Disposition: Destroy when no longer needed for administrative purposes.

Concurrences: *EW*

McWilson Warren
McWilson Warren, Ph.D.
Director, Scientific Resources Program
Center for Infectious Diseases

12.18.90
Date

Jimmy A. Harrison
Jimmy A. Harrison
CDC Records Officer

12/27/90
Date