

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NJ-442-91-8</i>	DATE RECEIVED <i>3-25-91</i>
1 FROM (Agency or establishment) <u>Department of Health and Human Services</u>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>Public Health Service</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <u>Centers for Disease Control</u>		<i>Acting</i>	
4 NAME OF PERSON WITH WHOM TO CONFER <i>Johanna O. Bonnelycke</i> <u>PHS Records Management Officer</u>	5 TELEPHONE EXT <u>301 443 2055</u>	DATE <i>5/27/93</i>	ARCHIVIST OF THE UNITED STATES <i>Raymond A. Morley</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 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 <i>3/21/91</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Alvin W. Bama, Jr.</i>	D TITLE <u>HHS Records Management Officer</u>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<i>(see attached)</i> <u>Polio myelitis and Polio Vaccine Files (ca. 1950-1985)</u>		

Copies sent to agency, NSR, NSX, NCF, NIA 6/7/93

Poliomyelitis and Polio Vaccine Files (ca. 1950-to the present)

This material includes poliomyelitis investigations, morbidity and mortality tables, maps, charts on polio outbreaks, field reports, age study of polio victims by states, vaccine safety design and drug distribution documents, correspondence, special reports to the Secretary, HEW/HHS and to the Surgeon General, and miscellaneous reports and summaries on epidemic areas of the disease. These records may contain personal medical information and personal identifiers which are not currently releasable for public research. NOTE: this schedule is only applicable to those microfilm records which date from 1950 through 1991 and paper originals described under 1A which date from 1950 through 1985 (these records are currently stored in the CDC Publications Warehouse). All additional records are covered under item 72, Polio Diagnostic Records, and item 73, Polio Study Records, in the CDC Records Control Schedule, B-321.

1. Paper Originals

A. Original Records, 1950-1985

Consists of records from various CDC and Bureau of State Services offices regarding eradication of the polio virus. These records are incomplete and in poor physical condition. Many of the onion skins in the records are no longer readable. The original filing system of the records was disrupted after microfilming. For the most part, the records are unarranged and unindexed.

Authorized Disposition

Destroy immediately

B. Original Records, 1986 to 1991

Authorized Disposition

Dispose of In accordance with disposition instructions contained in the CDC Records Schedule, B-321, item 72 or 73.

2. Microfilm Originals, 1950 through 1991

Consists of microfilm copies of records from items 1a and 1b above and from additional paper records from offices of the Bureau of State Services and CDC which are no longer extant. The records consist of two groups; microfilm of records from 1950 through 1985 which were microfilmed by CACI, Inc. and microfilm of records from 1986 through 1991 which will be produced by another contractor during 1993. Special efforts were developed to enhance image quality from the records which date from 1950 through 1991. All microfilming will be done in accordance with archival standards. A consolidated electronic finding aid will be available for the complete set of microfilm records from 1985 to 1991.

A. One Silver Original and Diazo Copy of Microfilm Records, 1950 - 1991.

Authorized Disposition:

Permanent--Transfer to the National Archives in 1993 a two copies of a full unedited set of the microfilm including one silver halide original and one diazo copy.

B. Additional Copies of Microfilm

Destroy when no longer needed for research or administrative purposes

3. Finding Aids for the Microfilm Records

A. Indexes and Finding Aids in Hardcopy form for records 1950 through 1991

Authorized Disposition

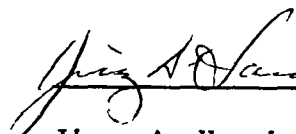
Permanent--Transfer a copy of the index in conjunction with the transfer of the microfilm records, item 2a above.

B. Consolidated Electronic Finding Aid, 1950 through 1991.

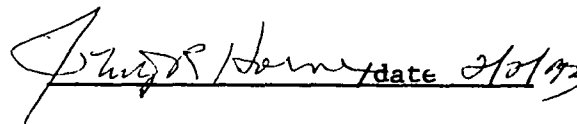
Authorized Disposition

Permanent--Create an ASCII copy of the index data and transfer it to the National Archives Southeastern Regional Archives, East Point, Georgia, in conjunction with the transfer of the poliomyelitis records described under item 2a. The tape is to be formatted in accordance with archival standards described in 36 CFR 1228.188: Transfer of Machine Readable Records to the National Archives.

Approvals

 date 2/1/93

Jimmy A. Harrison
CDC Records Officer

 date 2/1/93

Philip R. Horne
Assistant Director for
Management and Operations
Division of Immunization
National Center for Prevention
Services

- b. Other copies of the Microfilm. Including edited versions, (those with personal identifiers removed) and additional copies of the above microfilm.

Disposition: Destroy when no longer needed for research or administrative purposes.

Superseded

3. Finding Aids for the Microfilm Records

- a. Indexes and Finding Aids in Hardcopy form

Disposition: PERMANENT: Transfer a copy of the indexes to the Federal Records Center immediately. Transfer to the National Archives when 20 years old in conjunction with the transfer of the permanent microfilm mentioned in item 2a above.

- b. Computerized Index and Finding Aids. This is the Minolta Computer Assisted Retrieval System (MINCAR). *MINCAR - 12-28-12*

Disposition: Destroy when no longer needed for administrative or research purposes.

Windell R. Bradford

Windell R. Bradford
Deputy Director
Center for Prevention Services

Jimmy A. Harrison

Jimmy A. Harrison
Records Officer
Centers for Disease Control