

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

11-442-91-13

DATE RECEIVED

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

1. FROM (Agency or establishment)

Department of Health and Human Services

2. MAJOR SUBDIVISION  
Public Health Service

3. MINOR SUBDIVISION

Centers for Disease Control/Nat'l Ctr. for Hlth. Statistics

4. NAME OF PERSON WITH WHOM TO CONFER

J. E. D. Bechler  
PHS Records Officer

5. TELEPHONE EXT.

443-2055

DATE

11-18-93

ARCHIVIST OF THE UNITED STATES

*Audrey Lukamp Peterson*

NOTIFICATION TO AGENCY  
In accordance with the provisions of 44 USC 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the disposal request including amendments is approved except for items that may be marked "disposition not approved or withdrawn" in column 10.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.

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 \_\_\_\_\_ 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.

6. DATE

08/03/93

C. SIGNATURE OF AGENCY REPRESENTATIVE

*A. Prentice Barnes, Sr.*  
A Prentice Barnes, Sr.

D. TITLE

DHHS Records Management Officer

7. ITEM NO.

1.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)  
National Vital Statistics Registration System  
Induced Terminations of Pregnancy  
Abortion Data

Magnetic tapes containing information on ~~abortions~~ induced terminations of pregnancy occurring each year in the U.S. since 1978. The information is reported by states, local governments and the District of Columbia.

Tapes contain demographic data of age, race, geographic area, procedures. Also included related documentation.

A. Source Documents

1. Microfilm of original reports of induced termination of pregnancy received by NCHS from state and local governments and used in preparing monthly and annual vital statistics summaries, a variety of printed publications, and public-use microdata tapes.

Authorized Disposition: Destroy or return to states when 7 years old.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

induced terminations of pregnancy

copies sent to agency, NSR, NSX 12/10/93

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)
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2. Magnetic tapes submitted by individual states which which contain data encoded from original reports of induced termination of pregnancy. Data is checked for error rate against a sample of original reports and then used to build the vital statistics detailed data-tape files.

Authorized Disposition: Erase or return tapes 1 year after close of year of coverage or after successful validation and merging of data into master file, whichever is sooner.

*Induced Termination of Pregnancy*

B. Detailed data-tape Files on ~~Abortion~~ Data (Currently only 14 States providing data) including certificate numbers

1. Unedited Version containing complete data for each incident, plus related documentation.

Authorized Disposition. erase or destroy in 3 years or when no longer needed.

2. Edited ~~Public Use~~ Data Tape containing neither certificate numbers nor specific geographical codes for locations having populations of less than ~~250,000~~ 100,000, plus related documentations.

Authorized Disposition: Permanent - produced annually; ~~offer~~ to the National Archives, 5 years after the data tape transfer is available. users will be informed of but do not have to sign a data use agreement.

Purpose of this Request: To schedule a series of records collected by NCHS National Vital Statistics Registration System which were omitted from the NCI-90-81-4 Records Schedule.

CONCUR: <i>James A. Weed</i> Acting Director, Div. of Vital Statistics, NCHS	5/8/91	436-8951
	Date	Extension
CONCUR: <i>John C. Crossman</i> NCHS Records Liaison Officer	5/8/91	436-7000
	Date	Extension (404)
CONCUR: <i>Angela A. [Signature]</i> CIX Records Liaison Officer	5/10/91	842-6704
	Date	Extension (FTS-236-6704)

↓ NCHS has individual contracts with the States which assure absolute confidentiality of the sensitive data and information provided by these contracts. This protection is provided to the States by NCHS in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242M).