

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
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

4 NAME OF PERSON WITH WHOM TO CONFER
Johanna O. Bomelycke
PHS Records Management Officer

5 TELEPHONE
301-443-2055

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-442-92-1

DATE RECEIVED
1-17-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
5/4/92

ARCHIVIST OF THE UNITED STATES
[Signature]

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 01/08/92

SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*
A Prentice Barnes, Sr.

TITLE: DHHS Records Management Officer


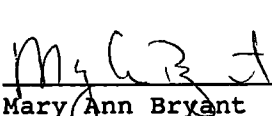
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>Procurement and Grants Office</u></p> <p><u>Contracts and Purchases Branch</u></p> <p>Plans, directs, and conducts the acquisition of equipment, materiel, and nonpersonal services in support of CDC operations.</p> <p><u>Proposed Disposition of Vaccine Contract Files Maintained by the Centers for Disease Control</u></p> <p><u>Explanation/Background:</u> There are two distinct groups of vaccine acquisitions at the Centers for Disease Control (CDC). There are indefinite quantity or requirement contracts which are issued annually to meet current needs of state and local health departments, the Public Health Service (PHS), and the Defense Personnel Support Center (DPSC) of the Department of Defense. There are also vaccine stockpile contracts which have been devised to assure that at least a minimum quantity of certain critical vaccines are available for distribution in the event of a national emergency.</p> <p><i>copy sent to agency 5/4/92 with</i></p>		

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	<p>CDC was issued a delegation of procurement authority by the Veterans Administration in 1984 to negotiate vaccine contracts for the mass immunization program against childhood diseases. These contracts cover vaccines purchased with Federal funds as direct assistance to the states and, when the manufacturer agrees, covers purchases by state and local health departments with local, state, and/or Federal funds.</p> <p>These contracts are for the purchase of Measles, Mumps, Rubella, and Combinations (MMR), Diphtheria and Tetanus Toxoids with Pertussis (DTPP), Oral Poliovirus Vaccine (OPV), Hemophilus b Conjugate Vaccine, Pneumococcal Polyvalent Vaccine, Hepatitis b Vaccine, Hepatitis b Immune Globulin, Tetanus and Diphtheria Toxoid, Adult (Td), Diphtheria and Tetanus Toxoid, Pediatric (DT), and Enhanced Inactivated Poliovirus Vaccine (E-IPV).</p> <p>These contracts are awarded on an annual basis. Most of them are indefinite quantity contracts. The guaranteed minimum quantity is covered with direct assistance (Grant) funding and funds committed by the DPSC. Contracts for Pneumococcal, Td, and DT are requirements contracts with optional use provisions to allow state and local health agencies to buy vaccine at a lower price than can ordinarily be obtained through direct purchases by the local organization. These are written as requirements contracts because direct assistance funds are not committed for purchase of these vaccines.</p> <p>In FY 1987, CDC was asked to help the Public Health Service fulfill part of its responsibilities under the Public Health Service/Department of Defense/Veterans Administration Shared Procurement Program by including requirements for the Defense Personnel Support Center (DPSC) and the Health Resources and Services Administration (HRSA) in CDC vaccine contracts.</p> <p><u>Special Disposition Requirements:</u> These vaccines have been complicated by liability issues inherent in administering vaccines with potential for harm to the recipient. Because of the potential for litigation, and the fact that the statute of limitations may ^{not} toll ^{sometime after} until a minor reaches the age of majority, all vaccine contracts should be</p> <p><i>may not toll until sometime after a minor</i></p>		

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1.	<p>retained for a period of 30 years. These contracts should be retained for administrative purposes in the local procurement office for a period of two years.</p>		
	<p><u>Vaccine Contract (procurement) files.</u></p> <p>These files contain such records as contracts, requisitions, purchase orders, leases and related papers including correspondence and relating papers pertaining to award, administration, receipt, inspection and payment. Also included are special contract documents such as a notice of duty to warn. These documents require that contractors take adequate measures to warn patients and physicians of possible risks in taking the vaccine. The records are filed by contract number.</p> <p><u>Authorized Disposition:</u></p> <p>Cutoff closed files at the end of the fiscal year in which all action on a particular contract has ended. Place in an inactive file. Transfer to the FRC two years after cutoff. Destroy 30 years after cutoff.</p> <p>Current Volume: 10 cubic feet Estimated rate of accumulation: 1 cubic foot per year</p> <p>Concurrences</p> <p> 12/20/91 Jimmy A. Harrison Date CDC Records Officer</p> <p> 12/20/91 Mary Ann Bryant Date Chief, Contracts and Purchases Branch Procurement and Grants Office</p>		