

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-442-92-2	DATE RECEIVED 2-21-92
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Public Health Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Centers for Disease Control			
4 NAME OF PERSON WITH WHOM TO CONFER James A. Harrison CDC Records Officer	5 TELEPHONE 301-443-2055 (404) 842-6704	DATE 4-20-93	ARCHIVIST OF THE UNITED STATES Cecily Hankamp Peterson

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 \_\_\_ 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 02/18/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><u>National Center for Chronic Disease Prevention and Health Promotion</u></p> <p>Plans directs, and coordinates a national program for the prevention of premature mortality, morbidity, and disability due to chronic illnesses and conditions and promotes the overall health of the population.</p> <p><u>Office on Smoking and Health</u></p> <p>Administers a program to inform Americans about the dangers of tobacco use in order to reduce death and disability due to smoking and smokeless tobacco use.</p> <p><u>Tobacco Additive Reports</u></p> <p>These records consist of lists of ingredients added to tobacco products. Tobacco companies must annually furnish these lists to the government (CDC) as required under the Comprehensive Smoking Education Act of 1984, and the Comprehensive Smokeless Tobacco Health Education Act of 1986 (copies of several pages from these acts are attached).</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER

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7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

The records consist of lists of additives to tobacco products including the chemical name and number of each additive. The lists do not contain information on the percentages of the additives used in tobacco products, the name of the product, and the company which produces the product. The records/and or data contained in them are not released to the public in accordance with provisions in the above described legislation and those contained in the Freedom of Information Act (FOIA) which prevent the release of trade secret data.

The records are organized chronologically by year and date from 1985 to the present. The records must be maintained in accordance with the legislation mentioned above and the possibility exists that they may be of interest in future litigation and research. The volume of the records is negligible (less than six inches) and the estimated annual accumulation is less than six inches of records per year.

Authorized Disposition

Transfer to the FRC when 20 years old or when volume warrants, whichever comes first. Destroy when 75 years old.

(Note: The records will be stored in secured areas at the FRC and access will be strictly controlled by a designated official of the Office on Smoking and Health, National Center for Chronic Disease Prevention and Health Promotion, Centers for Disease Control. This is in accordance with procedures specified under the Comprehensive Smoking Education Act of 1984 (15 USC 1331) and the Comprehensive Smokeless Tobacco Health Education Act of 1986 (15 USC 4401).

Approvals:

Jimmy A. Harrison 12/20/91  
Jimmy A. Harrison Date  
CDC Records Officer

Karen M. Deas 1/15/91  
Acting Director, OSH Date