

<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 N1-442-95-2	DATE RECEIVED 4/4/95
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 and Prevention			
4 NAME OF PERSON WITH WHOM TO CONFER NORMAN PRINCE Johanna A. Bonneteye PHS Records Officer	5 TELEPHONE 443-2004 (301) 443-2055	DATE 11-6-95	ARCHIVIST OF THE UNITED STATES John W. Carl

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 2 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 MAR 28 1995	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shirley Dorman, 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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>National Center for Environmental Health (NCEH)</u></p> <p>Plans, directs, and coordinates a national program to maintain and improve the health of the American people by reducing the incidence of disease; disability; and death related to environmental factors, particularly the risks that affect children.</p> <p><u>Division of Environmental Health Laboratory Sciences (EHLS)</u></p> <p>Coordinates activities, technical information resources, and programs directed at preventing environmental disease by developing and applying laboratory technology. Also assists with disease-prevention programs that need special or unusual laboratory expertise.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>Infant Screening Quality Assurance Program (ISOAP)</u></p> <p>The Infant Screening Quality Assurance Program is responsible for maintaining an international quality assurance program for laboratories involved in newborn screening for preventable diseases, conducting targeted disease/exposure prevalence surveys/programs, and developing new technology.</p> <p>1. <u>ISOAP Database</u></p> <p>Contains data from domestic and international participants for the 2 parts of the program: quality control (QC) and performance evaluation (PE).</p> <p>a. <u>Input</u>: Data is collected on 2 forms. The one for QC results is entitled the Analytical Results Reporting Form, Infant Screening Quality Assurance Program; and the one for PE results is entitled Infant Screening Performance Evaluation Program, Laboratory Results Reporting Form. The forms contain data from laboratory analyses by program participants. This data is converted to electronic media via Mainframe SAS. (In the future, the program will expand but will always utilize a QC reporting form and a PE reporting form).</p> <p><u>Disposition</u>: Destroy ISQAP reporting forms when 3 years old or when no longer needed for administrative purposes, whichever is sooner.</p>		

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b. Data Contained in the ISQAP Database: The ISQAP database currently contains approximately 6 years of laboratory data maintained in electronic form.

Disposition: Erase data when 10 years old.

c. Output: ISQAP produces documents that report the testing events to program participants, i.e., Quarterly PE Reports, Semi-Annual QC Reports, and Annual PE/QC Reports.

PERMANENT. Transfer to the FRC when volume warrants. Transfer to National Archives when 10 years old.

Approvals:

*Jimmy A. Harrison* date 1/26/95  
Jimmy A. Harrison  
CDC Records Officer

*(See attached)* date \_\_\_\_\_

CDC Legal Office Representative