

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-442-97-2	DATE RECEIVED 11/22/96
1 FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Public Health Service			
3 MINOR SUBDIVISION Centers for Disease Control and Prevention			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE 1/23/97	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
Jimmy A. Harrison	404-639-0457		
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE NOV 15 1996	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes</i>	TITLE A. Prentice Barnes 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
4-39	Attached is a revision in the retention period of Refugee Processing System Database forms, item 4-39, CDC Records Control Schedule, B-321. The request extends the retention period of the input forms from 2 years to 4 years. The records are maintained by the National Center for Infectious Disease, Division of	N1-442-91-9, Item 5a	

4-39 Refugee Processing System Database, Division of Quarantine

This database contains demographic and medical information collected from arriving refugees resettling in the United States.

- A. Input Forms. Documents consist of various data collection instruments that capture basic identifying information on refugees and immigrants after arrival in the United States. The Reception and Placement Program Assurance Form is the basic input document. Supplemental instruments are the Sponsorship Assurance Form and the Optional Form 157, Medical Examination of Applicants for U.S. Visas.

Authorized Disposition

Cutoff records after input into system. Transfer to the FRC. Destroy 4 years after cutoff.