

# 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 (DHHS)

2. MAJOR SUBDIVISION  
Centers for Disease Control and Prevention (CDC)

3. MINOR SUBDIVISION  
National Center for Health Statistics (NCHS)

4. NAME OF PERSON WITH WHOM TO CONFER  
Julie Dawson Weeks / *Jimay A. Harrison*

5. TELEPHONE  
301-436-5979

LEAVE BLANK (NARA use only)

JOB NUMBER

*NI-442-99-2*

DATE RECEIVED

*3/7/2000*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

*F-600*  
DATE

*[Signature]*  
ARCHIVIST OF THE UNITED STATES

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: 02/24/00      SIGNATURE OF AGENCY REPRESENTATIVE: *Alvin Lee Bannor, 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 GRS or SUPERSEDED JOB CITATION	10.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)
I.	<p>National Center for Health Statistics (NCHS), Office of Analysis, Epidemiology, and Health Promotion, Division of Epidemiology</p> <p>The Longitudinal Study of Aging (LSOA).</p> <p>Records of biennial longitudinal interviews designed to obtain information on demographic and health characteristics from a cohort of older Americans or from their proxies, including measures of changes in functioning ability and living arrangements and nursing home usage. The study sample consists of participants in the 1984 National Health Interview Survey (NHIS), Supplement on Aging (SOA). SOA participants age 70 and over were eligible for LSOA. Data from the LSOA interviews are supplemented with data from matching Medicare and National Death Index records. The LSOA sample is designed to be nationally representative and included 7,527 baseline participants in 1984 when the study began.</p>		

*Agency, NCHS*

## A. Input Documents and Sources

1. Interview questionnaire forms.

Non-electronic documents or forms used to create, update, or modify the records in electronic form and not previously scheduled in a NARA-approved agency records schedule for permanent retention.

Disposition: Cutoff from date of approved schedule.  
Retain for 10 years, then destroy.

2. Extracts from the National Death Index (NDI).

Electronic data extracted from the National Death Index which is scheduled for permanent retention on NCHS schedule NC1-90-81-04, Item 14.

Disposition: Cutoff from date of approved schedule.  
Retain for 10 years. Destroy when no longer needed for distribution or reference.

3. Extracts from Medicare records.

Electronic data extracted from records of another agency and entered into the LSOA Master File. Used to reconstruct or update the LSOA Master File.

Disposition: Cutoff from date of approved schedule.  
Retain for 10 years. Destroy when no longer needed for distribution or reference.

## B. Master Files

1. Public use copy of the final edited study data.

Disposition: **Permanent.** Transfer a copy to NARA when 5 years old.

## C. Documentation

1. Documentation for Master Files as described in B above, in accordance with 36 CFR 1234.32.

Disposition: **Permanent.** Transfer to NARA with the Master Files, Subitem I(B)1.

2. All other documentation:

Disposition: Temporary. Destroy when no longer needed to access and interpret the electronic data and reports generated from the system.

Per phone  
Conversation with  
the agency.  
JMB  
1/3/00.

Approved ~~Minnie~~ / date 1/26/06  
NCHS Records Liaison