

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-468-06-1	DATE RECEIVED 1-5-2006
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary (OS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Assistant Secretary for Administration and Management, Program Support Center (PSC)		DATE 4/1/07	ARCHIVIST OF THE UNITED STATES M. [Signature]
4. NAME OF PERSON WITH WHOM TO CONFER Elaine Pankey, Acting OS Records Officer Alvetta Jones or Bette Eaton, PSC	5. TELEPHONE (202) 690-5687 (301) 443-5252		

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 DEC 15 2005	SIGNATURE OF AGENCY REPRESENTATIVE A Prentice Barnes, Sr. [Signature]	TITLE DHHS Records 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 GRS OR SUPERSEDED JOB CITATION	10.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>Revisions of the Records Disposition Schedule of the Office of the Secretary (OS) Record Group 468 to include the Assistant Secretary for Administration and Management, Program Support Center within the Office of the Secretary due to a reorganization effective July 23, 2002.</p> <p>[Signature] 11/28/05 Darlene Christian Director, Division of Freedom of Information Operations</p> <p>[Signature] 11/29/05 Robert Eckert Director, Freedom of Information Privacy Acts Div.</p> <p>[Signature] 12/15/05 Jeffrey Davis Associate General Counsel</p> <p>THIS DISPOSITION INSTRUCTION IS MEDIA NEUTRAL; IT APPLIES REGARDLESS OF THE MEDIA OR FORMAT OF THE RECORDS.</p>		

**PROGRAM SUPPORT CENTER (PSC)  
RECORDS DISPOSITION SCHEDULE**

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Description

Disposition

WITHDRAWN BY AGENCY

~~1100-04 Interagency Agreements and Memorandums of Understanding: TEMPORARY. Destroy 6 years and 3 months after termination of the final Interagency Agreements/Memorandums of Understanding. NOTE: Destroy records via shredding.  
These files include documenting administrative and financial records for work to be done, time frames, costs or other remuneration. Records documenting details of the personnel and equipment. Subsequent amendments comments, approvals and other related correspondence i.e., Final Agreements/Memorandums of Understanding.~~

~~1102-02 Indirect Cost Agreement Permanent Files: PERMANENT. Files will remain in the appropriate field office for 25 years. Cut off file at end of fiscal year. Accession into to National Archives in 5 year blocks when earliest record is 25 years old.  
These files contain the formal correspondence and negotiation agreements between the Federal government and the grantee institution. Files are maintained for each grantee.~~

~~1102-03 Indirect Cost Proposal Files: TEMPORARY. Retain files for at least 3 years but no longer than 10 years. Destroy after 3 years if no longer needed for current business.  
These files contain the original indirect cost proposal, review and analysis notes regarding the development of negotiation positions, site visit summaries and negotiation notes. The Federal government reimburses grantees and contractors for administrative (indirect) costs incurred by an institution while conducting Federal programs. The indirect cost rate is the primary mechanism used to determine the amount of indirect costs that will be reimbursed to an institution. The file documents are used as the basis for establishing indirect cost rates and cost allocation plans that are published in a formal negotiation agreement.~~

1103-04 DEA 222 – Controlled Substances Order Form Files: TEMPORARY. Destroy when 3 years old.  
DEA required blank forms and executed order forms for all controlled substances.

1103-05 DEA 225 – Application for Registration TEMPORARY. Destroy when 3 years old.  
Provider and institutional registration required by Controlled Substances Act- blank forms and executed forms.

→ 1102-02 AND 1102-03 MOVED TO JOB NI-168-06-2.

Description

Disposition

1104-09 b. Incapacitated Dependent Medical Records:  
Files consist of medical reports from physicians, psychiatrists, and psychologists and all other reports related to the treatment or care for incapacitated dependants of Commissioned Corps Officers who are incapable of caring for themselves.

**TEMPORARY.** These records will be held in the Medical Affairs Branch until the incapacitated dependent expires or when no longer needed for administrative purposes whichever occurs first. Cut off at end of fiscal year in which case file closed. Destroy or delete 50 years after cutoff.

1104-09 c.2 Medical Records – COSTEP Non-Accepted Applicant

**TEMPORARY.** Cut off at end of fiscal year in which case file is closed. Destroy or delete 2 years after cutoff.

Commissioned Officer Student Training and Extern Program (COSTEP) files consist of but are not limited to: self medical reports from applicants, reports from physicians, nurses, and allied health professionals for review for acceptance into the Commissioned Corps.

Electronic Mail and Word Processing System Copies:

GRS 20/13 REV 14.

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.~~

~~a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.~~

~~Destroy/delete with 180 days after the recordkeeping copy has been produced.~~

~~b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Destroy/delete when dissemination, revision, or updating is completed.~~

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

1. FEDERAL AGENCY OR ESTABLISHMENT

Department of Health and Human Services

2. MAJOR SUBDIVISION

Office of the Secretary (OS)

3. MINOR SUBDIVISION

Assistant Secretary for Administration and Management,

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Elaine Panay, Acting OS Records Officer (202) 690-5687

Alvetta Jones or Bette Eaton, PSC (301) 443-5252

LEAVE BLANK (NARA use only)

JOB NUMBER

71-4 8-06-1

DATE RECEIVED

1-5-2006

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

ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

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is not required;



is attached; or



has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

EC 15 2005

A Prince B... S...

DHHS Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Revisions of the Records Disposition Schedule of the Office of the Secretary (OS) Record Group 68 to include the Assistant Secretary for Administration and Management, Program Support Center within the Office of the Secretary due to a reorganization effective July 23, 2002.

Darlene Christian  
Director, Division of Freedom of Information Operations

1/25/05

Date

Robert Eckert  
Director, Freedom of Information Privacy Acts Div.

11/2/05

Date

Jeffrey Davis  
Associate General Counsel

12/15/05

Date

**PROGRAM SUPPORT CENTER (PSC)  
RECORDS DISPOSITION SCHEDULE**

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Incapacitated Dependent Medical Records ..... 2

Medical Records – COSTEP Non-Accepted Applicant. . . . . 2

**Description**

**Disposition**

- 1100-04 Interagency Agreements and Memorandums of Understanding:  
These files include documenting administrative and financial records for work to be done, time frames, costs or other remuneration. Records documenting details of the personnel and equipment. Subsequent amendments comments, approvals and other related correspondence i.e., Final Agreements/Memorandums of Understanding.
- 1102-02 Indirect Cost Agreement Permanent Files:  
These files contain the formal correspondence and negotiation agreements between the Federal government and the grantee institution. Files are maintained for each grantee.
- 1102-03 Indirect Cost Proposal Files:  
These files contain the original indirect cost proposal, review and analysis notes regarding the development of negotiation positions, site visit summaries and negotiation notes. The Federal government reimburses grantees and contractors for administrative (indirect) costs incurred by an institution while conducting Federal programs. The indirect cost rate is the primary mechanism used to determine the amount of indirect costs that will be reimbursed to an institution. The file documents are used as the basis for establishing indirect cost rates and cost allocation plans that are published in a formal negotiation agreement.
- 1103-04 DEA 222 – Controlled Substances Order Form Files:  
DEA required order form for all controlled substances.
- 1103-05 DEA 224 – Application for Registration and DEA 224-A, Re-Registration Application Files:  
Provider and institutional registration required by Controlled Substances Act.

**TEMPORARY.** Destroy 6 years and 3 months after termination of the final Interagency Agreements/Memorandums of Understanding. NOTE: Destroy records via shredding.

**PERMANENT.** Files will remain in the appropriate field office for 25 years. Transfer to the National Archives when 25 years old.

**TEMPORARY.** Retain files for a period of 10 years or when determined to be no longer needed, whichever comes first.

**TEMPORARY.** Destroy when 3 years old – blank forms and executed forms.

**TEMPORARY.** Destroy when 3 years old – blank forms and executed forms.

## Description

- 1104-09 b. Incapacitated Dependent Medical Records:  
Files consist of medical reports from physicians, psychiatrists, and psychologists and all other reports related to the treatment or care for incapacitated dependants of Commissioned Corps Officers who are incapable of caring for themselves.
- 1104-09 c.2 Medical Records – COSTEP Non-Accepted Applicant  
Commissioned Officer, Student Training and Extern Program (COSTEP) files consist of but are not limited to: self medical reports from applicants, reports from physicians, nurses, and allied health professionals for review for acceptance into the Commissioned Corps.

## Disposition

**PERMANENT.** These records will be held in the Medical Affairs Branch until the incapacitated dependent expires or when no longer needed for administrative purposes whichever occurs first. Transfer to the Washington National Records Center and offer to the National Archives when 20 years old.

**TEMPORARY.** These records for applicants not accepted into the Commissioned Corps are contained for 2 years and destroyed thereafter.