

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-468-92-3*

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
10-8-91

1. FROM (Agency or establishment)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office for Civil Rights

4. NAME OF PERSON WITH WHOM TO CONFER
Alvetta R. Jones

5. TELEPHONE EXT.
245-1605

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE
3/3/92

ARCHIVIST OF THE UNITED STATES
[Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>9-27-91</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i>	D. TITLE <i>DHHS Records Management Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Files on OCR's implementation of Section 504 of the Rehabilitation Act of 1973 as related to the withholding of medical care and nutritional sustenance from handicapped infants Baby Doe. The contents of the files include: Comments received from the general public, logs of telephone calls received from via the Baby Doe Hotline, investigative records, and general subject matter materials.</p> <p>Baby Doe Coment files: These files contain the comments received from the public pursuant to publication of the proposed Infant Doe regulations in the Federal Register.</p> <p><i>CLOSED SERIES: 20 w.f.</i></p> <p>Disposition: Cut off at the close of the fiscal year in which received. Destroy one year thereafter. <i>IN 1997.</i></p> <p><i>TRANSFER TO WARC.</i></p>		
2.	<p>Baby Doe Hotline, Telephone Logs: These files contain listings of telephone calls received via the Baby Doe hotline.</p> <p>Disposition: Cut off at the close of the fiscal year in which received. Destroy one year thereafter.</p>		

Copies sent to NCF, NN-W, NNT 3/12/92

3. Baby Doe Investigative Records: These Case files were compiled during the investigation of individually filed complaints alleging a denial of medical treatment and nutritional sustenance to a handicapped infant. These records are divided into three separate files:
- a. Administrative file: Contains correspondence, the OCR computer tracking from (CIMS sheet) and the acknowledgement letter.
 - b. Investigative file: Contains the complaint, the Investigative Plan, Investigative Report, Letters of Finding and Exhibits.
 - c. Medical Records files: Contains the medical records of injured party and any other medical records obtained and used in the investigation.

CLOSED SERIES: 15 cu. ft.

Disposition: ~~Permanent~~. TEMPORARY. DESTROY IN 2001. TRANSFER TO WARC

4. Baby Doe General Subject Files: These files contain information compiled during OCR's administration of the Baby Doe program. Contents include newspaper clippings, articles, memoranda, letters, and legal opinions relating to OCR's implementation of the Baby Doe regulation.

CLOSED SERIES: 4 cu. ft.

Disposition: Cut off at the close of the fiscal year. TRANSFER TO WARC. Destroy when ~~15 years old~~. IN 2001.

changes agreed to by:

Ronald G. Copeland
OCR/DHHS

Marc A. Wolf 2/26/92
NARA