

**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

2. MAJOR SUBDIVISION Office of the Secretary

3. MINOR SUBDIVISION  
Assistant Secretary for Management and Budget

4. NAME OF PERSON WITH WHOM TO CONFER  
Lisa Teems  
Elaine Pankey

5. TELEPHONE  
(202) 690-8229  
(202) 690-5687

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-468-99-5

DATE RECEIVED  
08/25/99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-27-00 ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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 NOV 10 1999 SIGNATURE OF AGENCY REPRESENTATIVE *A. Prentice Barnes, Sr.* TITLE HHS Records Manager  
A Prentice Barnes, Sr.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
203.02	<p><b>Employee Assistance Program (EAP) Computer Records</b></p> <p>Records created on floppy discs, tapes, and other electronic media to record interviews and information on interventions with employees who use the program. Records are also created for planning and administering the program.</p> <p><b>A. EAP Counseling Files</b></p> <p>1. Services provided by HHS staff:</p> <p><b>Disposition: TEMPORARY.</b> Destroy three years after the employee no longer had contact with the program, regardless of whether the employee has terminated employment with HHS. Destroy by deleting all portions of hard drives, floppy discs, tapes, and other electronic media that may contain the record. Destruction must be done by HHS EAP staff with a witness present. Computers that leave the possession of the EAP will be degaussed.</p> <p><i>Agency NR</i></p>		<p><i>See next page</i></p>

## **A. EAP Counseling Files**

Counseling files contain demographic information on individuals who utilize the EAP. Records also contain diagnostic impressions, treatment recommendations, interview notes, and closing summaries.

### **1. Services provided by HHS staff:**

Disposition: TEMPORARY. Destroy three years after the employee no longer has had contact with the program, regardless of whether the employee has terminated employment with HHS.

**NOTE:** If the employee is involved in litigation, retain records until litigation or third party actions have been resolved. Individual states may require longer retention.

### **2. Services provided by Contract staff:**

Disposition: TEMPORARY. Destroy three years after the employee no longer has had contact with the program, regardless of whether the employee has terminated employment with HHS.

**NOTE:** When applicable, contact staff may retain records until state statute of limitations have expired.

## **B. Program Administrative Files**

Administrative files contain information related to the overall operation of the EAP. They include program statistical reports, policies and procedures, program literature, contract information, training and education announcements, and program evaluations.

### **1. Services provided by HHS staff:**

Disposition: TEMPORARY. Destroy three years after the employee no longer has had contact with the program, regardless of whether the employee has terminated employment with HHS.

### **2. Services provided by Contract staff:**

Disposition: TEMPORARY. Destroy three years after the employee no longer has had contact with the program, regardless of whether the employee has terminated employment with HHS.

**NOTE:** When applicable, contact staff may retain records until state statute of limitations have expired.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION

10. ACTION  
TAKEN (NARA  
USE ONLY)

Destroy by deleting all portions of hard drives, floppy discs, tapes, and other electronic media that may contain the record. Destruction must be done by HHS EAP staff with a witness present. Computers that leave the possession of the EAP will be degaussed.

NOTE: When applicable, contract staff may retain records until state statute of limitations have expired.

**OS Clearances:**

Michelle Murrell: *Michelle Murrell* 11/4/99  
OHR Records Officer Date

Thomas F. Joyce: *Thomas F. Joyce* 11/4/99  
for OS Records Officer Date

Timothy M. White: *Timothy M. White* 11/10/99  
Associate General Counsel Date

Ross Cirrincione: *Ross Cirrincione* 11/4/99  
Dir., FOI/Privacy Act Date

C. Electronic version of records created by electronic mail and word processing applications.

Delete when recordkeeping copy is generated.

*Amended by Jackie Fulty  
via telephone with  
Lisa Seemas/HHS  
6/6/00*