

Office of the Administrator

1. Meeting Files of the Administrator: Files contain agendas, notes, and background materials such as informational memorandums used in preparation for and during meetings between the Administrator and outside organizations, agency heads, and AHCPR staff. Office of Record: Office of the Administrator.

Permanent: Cut off at the end of Administrator's term. Retire block to the WNRC 5 years after cut off. Transfer block to the National Archives 15 years after cut off. Office of Record.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

2. Reading Files of the Administrator: Files consist primarily of copies of letters with attachments sent by the Administrator. Includes records duplicated in the official controlled correspondence file.

Permanent: Cut off at end of Administrator's term. Retire block to the WNRC 5 years after cut off. Transfer block to the National Archives 15 years after cut off. Duplicate records or records which lack substantive historical value may be disposed of during processing without further notice to the AHCPR. Office of Record: Office of the Administrator.

Cubic footage: 5 c.f.
Annual accumulation: 1.5 c.f.

3. General Subject File of the Administrator: Files consist primarily of published and unpublished reference materials on issues and organizations of interest to the Administrator and the Administrator's staff. Files also contain some incoming correspondence for the Administrator. Office of Record: Office of the Administrator.

Temporary: Review at the end of an Administrators term and destroy contents of files that are superseded, obsolete, or no longer of use.

Cubic footage: 18 c.f.
Annual accumulation: 3 c.f.

4. Deputy Director's General Subject Files: Files consist primarily of reference materials including copies of letters and memorandums. Blank forms used by the Deputy Director are also included. Office of Record: Office of the

Administrator.

Temporary: Review annually and destroy contents of files that are superseded, obsolete, or no longer of use.

Cubic footage: 3 c.f.
Annual accumulation: negligible

- *5. General Subject Files of the Minority Health Coordinator: Files consist of the records of Minority Health Director and include correspondence, memorandums, notes taken by the Director during meetings, drafts of reports reviewed by the Director and comments, copies of publications, and related reference materials. Office of Record: Office of the Administrator.

Permanent: Cut off files annually. Dispose of nonrecord materials and retire remaining records to the WNRC 5 year after cut off. Transfer to the National Archives in 5 year blocks 15 years after cut off. Records which lack substantive historical value may be disposed of during processing without further notice to the AHCPR.

Cubic footage: 7 c.f.
Annual accumulation: 2 c.f.

6. EEO Data Files: Files contain printouts of personnel data generated by PHS. Used by EEO Director in the preparation of written and oral reports. Office of Record: Office of the Administrator, EEO Director.

Temporary: Cut off annually. Destroy when 5 years old or when no longer needed for administrative purposes, whichever is sooner.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

7. EEO Subject Information Files: Contains copies of government wide and AHCPR reports and related reference materials. Office of Record: Office of the Administrator, EEO Director.

Temporary: Review annually and destroy file contents when superseded, obsolete, or no longer of use.

Cubic footage: 4 c.f.
Annual accumulation: 1 c.f.

8. EEO Case Files: Files contain AHCPR's copies of complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records. Office of Record: Office of the Administrator, EEO Director.

Temporary: Destroy 4 years after resolution of case. (GRS 1, Item 25a)

Cubic footage: 1 c.f.
Annual accumulation: negligible

- *9. Official Controlled Correspondence Files: Files consist of correspondence received by the AHCPR requiring a timely response. Each piece of correspondence is accompanied in the file by a cover sheet summarizing its contents and indicating its due date. A copy of the AHCPR's response is also kept with the original request. Categories of controlled correspondence include PHS requests requiring necessary action, HHS requests for review and comments on documents, Congressional and Non-Congressional inquiries, and requests assigned to program offices for direct response. Office of Record: Office of the Administrator.

Permanent: Cut off annually. Retire to the WNRC 5 years after cut off or when no longer needed for administrative purposes, whichever is sooner. Transfer to the National Archives 15 years after cut off.

Cubic footage: 10 c.f.
Annual accumulation: 3 c.f.

10. Controlled Correspondence Tracking System: Reserved

**Office of Management
Management Systems and Services Branch**

- *11. Delegations of Authority Files: Delegations authorizing officials to take actions or make decisions which have legal significance. Office of Record: Office of Management, Management Systems and Services Branch, Organization and Management Systems Staff.

Permanent: Cut off annually. Retire to WNRC immediately upon accumulation of 1 cubic foot of records. Transfer to the National Archives 15 years after cut off.

Cubic footage: 2 c.f.
Annual accumulation: negligible

12. Interagency Agreement Files: Files document the development of agreements between the AHCPR and other agencies such as NIH and the HRSA. Agreements often involve financial support for conferences and grants of interest to both organizations. Included in each file is a copy of the final agreement accompanied by correspondence and related records which document the development of a particular

agreement. Office of Record: Office of Management, Management Systems and Services Branch, Organization and Management Systems Staff.

Temporary: Cut off annually. Destroy two years after termination of agreement.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

- *13. Organization Management Files: Files document reorganizations within the AHCPR and the reassignment of staff members within the Agency. Included in the files are organizational charts, tables documenting the movement of staff, memos justifying and approving reassignments, functional statements for offices of the AHCPR, and related records. Office of Record: Office of Management, Management Systems and Services Branch, Organization and Management Systems Staff.

Permanent: Place records in inactive file when superseded, obsolete, or no longer needed. Cut off inactive file annually. Retire immediately to WNRC upon accumulation of 1 cubic foot of records. Transfer to the National Archives 15 years after cut off.

Cubic footage: 1 c.f.
Annual accumulation: negligible

14. Contracts Management Files: Reserved

- *15. Official Grant Files: Files document the review, award, and monitoring of AHCPR grants and generally contain original applications; grant summary statements and revisions; award notices; financial status reports; terminal project reports (i.e. products); final invention statements; and related correspondence. Office of Record: Office of Management, Grants Management Branch.

- A. Selected Grant Products. Record copy of grant products selected by AHCPR grant officers for distribution by NDIS.

Permanent: Cut off annually. Transfer to NARA upon accumulation of 1 c.f. of records.

- B. Unsuccessful grant files.

Temporary: Destroy three years after rejection or withdrawal. (GRS 3, Item 13)

- C. Funded grant files.

Temporary: Cut off upon receipt of final payment.
Retire to the WNRC 2 years after cut off.
Destroy 8 years after cut off.

Cubic footage: 300 c.f.
Annual accumulation: 60 c.f.

16. Grant Index Card File: Index card file to AHCPR grants.
Office of Record: Office of Management, Grants Management Branch.

Temporary: Destroy when superseded, obsolete, or no longer of use.

17. The Grants Information and Tracking System with Components (GIANT): Reserved.

18. Scientific Review Group Files: Files document review of grant proposals by Scientific Review Groups composed of experts outside of the AHCPR. Included in the files are meeting agendas, and notes taken during meetings.
Office of Record: Office of Management, Scientific Review Branch.

A. Unfunded grant files.

Temporary: Cut off file after final application submitted to the Scientific Review Group is processed.
Destroy 3 years after cut off.

B. Funded grant files.

Temporary: Cut off after completion of project.
Destroy 2 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

19. Working Files of Scientific Review Administrators: Working files of AHCPR Scientific Review Administrators responsible for scientific review groups. Files contain copies of records contained in Official Grants Files.

Temporary: Cut off file after review of application.
Destroy 3 years after cut off.

Cubic footage: 10 c.f.
Annual accumulation: 2 c.f.

20. Personnel Files for Members of Scientific Review Groups:
Files contain appointment papers and conflict of interest

forms for the members of scientific review groups.

Temporary: Cut off after peer members appointment expires.
Destroy six years after cut off.

Cubic footage: 1 c.f.
Annual accumulation: negligible

21. Confidential Financial Disclosure and Outside Activities
Files: Office of Record: Special Assistant to the
Director of the Office of Management.

A. Reports and related documents submitted by individuals
as required under the Ethics in Government Act of
1978 (PL 95-521).

(1) Records including SF 278A for individuals filing
according to Section 201b of the Act, and not
subsequently confirmed by the U.S. Senate.

Destroy 1 year after nominee ceases to be under
consideration for appointment; EXCEPT that
documents needed in an ongoing investigation
will be retained until no longer needed in the
investigation.

(2) All other records including SF 278.

Destroy when 6 years old; EXCEPT that documents
needed in an ongoing investigation will be
retained until no longer needed in the
investigation.

B. All other statements of employment and financial
interests and related records, including confidential
statements filed under Executive Order 11222. Destroy
when 6 years old; EXCEPT that documents needed in an
ongoing investigation will be retained
until no longer needed in the investigation.
(GRS 1, Item 24)

Cubic footage: 1.5 c.f.
Annual accumulation: negligible

22. Special Award Program Files: Files document the selection
of staff members who have completed special tasks beyond
their normal duties. Files include instructions, calls for
nominations, and purchase orders for goods and services used
during awards ceremonies. Office of Record: Office of
Management, Management Systems and Services Branch,
Organization and Management Systems Staff.

Temporary: Destroy contents of files when superseded, obsolete, or no longer of use.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

23. Program Support General Subject File: Files contain reports, memorandums, monthly account balances and a wide variety of reference materials relating to such administrative topics as parking, space allocation, and the use of rented space. Office of Record: Management Systems and Services Branch, Program Support Staff.

Temporary: Review annually, destroying contents of files that are superseded, obsolete, or no longer of use.

Cubic footage: 4 c.f.
Annual accumulation: 1 c.f.

24. Annual Property Reports: Computer generated reports on property purchases. Office of Record: Management Systems and Services Branch, Program Support Staff.

Temporary: Cut off annually. Destroy 5 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

25. Routine Requisitions Files: Files contain unofficial copies of requisitions, purchase orders, and related records held by OASH. Used for review purposes by AHCPR. Office of Record: Management Systems and Services Branch, Program Support Staff.

Temporary: Cut off annually. Destroy 2 years after cut off.

Cubic footage: 4 c.f.
Annual accumulation: 1 c.f.

26. Requisitions for Equipment and Furniture Files: Requisitions, purchase orders, and related records pertaining to the acquisition of furniture and office equipment. Office of Record: Management Systems and Services Branch, Program Support Staff.

Temporary: Review annually and destroy files when superseded, obsolete, or no longer of use.

Cubic footage: 1 c.f.
Annual accumulation: negligible

**Office of Planning and Resource Management
Office of Program Development**

- *27. Reports to Congress: File includes copies of AHCPR reports along with AHCPR and external comments. Also included in the files are reports created by other Agencies which are of interest to the AHCPR. Office of Record: Office of Planning and Resource Management, Office of Program Development, Program and Policy Implementation Branch.

Permanent: Cut off annually. Retire immediately to WNRC upon accumulation of 1 cubic foot of records. Transfer to the National Archives 15 years after cut off.

Cubic footage: 1 c.f.
Annual accumulation: negligible

28. DHHS/PHS Regulatory Documents: Copies of DHHS and PHS regulatory documents sent to AHCPR for review. Resulting AHCPR comments are included as well. Regulatory documents of general interest to the AHCPR are also kept in this file. Office of Record: Office of Planning and Resource Management, Office of Program Development, Program and Policy Implementation Branch.

Temporary: Cut off annually. Destroy 3 years after cut off or when no longer need for administrative purposes, whichever is sooner.

Cubic footage: 6 c.f.
Annual accumulation: 1.5 c.f.

29. AHCPR Grant Regulation File: File documents the development and clearance of a proposed regulation on the AHCPR's administration of grants and the procedures governing peer review of AHCPR grants and contracts. Included in the file are drafts of the proposed regulation circulated throughout the Agency for comment, a copy of the formal package sent to the Public Health Service for review, subsequent revisions, and pertinent correspondence. Office of Record: Office of Planning and Resource Management, Office of Program Development, Program and Policy Implementation Branch.

Temporary: Cut off after final publication in the Federal Register. Destroy 7 years after cut off or when no longer needed for administrative or reference purposes, whichever is sooner.

Cubic footage: 4 c.f.
Annual accumulation: 1 c.f.

30. NIH Announcements: AHCPR copy of program announcements and public requests for information published by NIH in lieu of a Federal Register notice. Copies contain comments made during the review process by AHCPR staff and other DHHS personnel.

Temporary: Cut off annually. Destroy when 7 years old or when no longer needed for administrative or reference purposes, whichever is sooner.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

31. AHCPR Federal Register Notices Files: Files document the development and clearance of notices intended for publication in the Federal Register. Notices include policy pronouncements, announcements requesting nominations for clinical guideline panels and solicitations for public information on guidelines. The file includes determinations to close meetings, a copy of the Administrator's sign off form clearing the notice for publication, and a copy of the final notice. Office of Record: Office of Planning and Resource Management, Office of Program Development, Program and Policy Implementation Branch.

Temporary: Destroy when 7 years old or when no longer needed for administrative or reference purposes, whichever is sooner.

Cubic footage: 1 c.f.
Annual accumulation: negligible

32. Directives File: Copies of executive orders, regulations, Federal Register notices, and related materials. Office of Record: Office of Program Development, Program and Policy Implementation Branch. Office of Record: Office of Planning and Resource Management, Office of Program Development, Program and Policy Implementation Branch.

Temporary: Review annually and destroy contents of files when superseded, obsolete, or no longer need.

Cubic footage: 1 c.f.
Annual accumulation: negligible

- *33. Implementation Tracking System: Withdrawn.

- *34. Minutes and Briefing Documents of the National Advisory Council for Health Care Policy Research, and Evaluation : This file contains documents used in preparation for and during National Advisory Council meetings. The file has two types of briefing documents, grant review summary statements and briefing packages. Briefing packages consist of agendas, minutes, grants funded reports, research

announcements, and related records. Office of Record:
Office of Planning and Resource Management, Office of
Program Development, Legislative and Advisory Services
Branch.

Permanent: Cut off annually. Retire to WNRC in 5 year
blocks with the most recent document in a block being 7
years old. Transfer block to the National Archives 15
years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

35. Historical File of the National Advisory Council for Health
Care Policy, Research, and Evaluation: Contains copies of
Council minutes.

Temporary: Destroy when 5 years old. Office of Record:
Office of Planning and Resource Management, Office of
Program Development, Legislative and Advisory Services
Branch.

Cubic footage: 1 c.f.
Annual accumulation: negligible

- *36. General Subject File of the National Advisory Council for
Health Care Policy, Research, and Evaluation: File
contains a wide variety of records relating to the
activities of the National Advisory Council. Included are
copies of Federal Register notices, nominations of Council
members, copies of personnel records relating to Council
members, completed conflict of interest forms, memorandums
on Council activities and procedures, copies of Council
meeting agendas and minutes, lists of AHCPR grants, the
Council's Annual Report, and records relating to ex officio
members, and their representatives. Office of Record:
Office of Planning and Resource Management, Office of
Program Development, Legislative and Advisory Services
Branch.

A. Annual Reports:

Permanent: Cut off annually. Retire to WNRC 10 years
after cut off. Transfer to the National
Archives 15 years after cut off.

B. Remaining records:

Temporary: Review annually and destroy contents of
files when superseded, obsolete or no longer needed.

Cubic footage: 3 c.f.
Annual accumulation: negligible

37. Personnel Files of Members of the National Advisory Council for Health Care Policy, Research, and Evaluation: Contains personnel records dealing with the appointment, service, and departure of National Advisory Council members. File includes the curriculum vitae of Council candidates, letters of acceptance, notifications of personnel actions, and pay and leave statements. Office of Record: Office of Planning and Resource Management, Office of Program Development, Legislative and Advisory Services Branch.

Temporary: Cut off at the end of a Council members term. Destroy 6 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

38. Legislative Reference File (Miscellaneous Legislative File): File contains copies of legislation, Congressional briefing documents, AHCPR legislative reports, and related materials on legislation of interest to the AHCPR. Office of Record: Office of Planning and Resource Management, Office of Program Development, Legislative and Advisory Services Branch.

Temporary: Review annually and destroy contents of files when superseded, obsolete, or no longer need.

Cubic footage: 1 c.f.
Annual accumulation: negligible

39. Legislative History Files: Copies of documents pertaining to the development and history of public laws relating to the AHCPR. Office of Record: Office of Planning and Resource Management, Office of Program Development, Legislative and Advisory Services Branch.

Temporary: Review annually and destroy contents of files when superseded, obsolete, or no longer need.

Cubic footage: 1 c.f.
Annual accumulation: negligible

40. Reauthorization File: Memorandums and other records created by AHCPR staff in preparation for reauthorization hearings. Office of Record: Office of Planning and Resource Management, Office of Program Development, Legislative and Advisory Services Branch.

Temporary: Review annually and destroy contents of files when superseded, obsolete, or no longer need.

Cubic footage: 1 c.f.
Annual accumulation: negligible

- *41. Strategic Planning Files: Files consist of records relating to the creation of AHCPR's strategic plan and include program reviews and recommendations submitted by the Offices and Centers of the AHCPR; documents used in preparation for and during Agency planning retreats; drafts of the strategic plan distributed to Office and Center Directors for comment and subsequent revisions; and related messages and memorandums. Office of Record: Office of Planning and Resource Management, Office Program Development, Program Planning Research Development and Evaluation Branch.

Permanent: Cut off and retire to the WNRC in 5 year blocks with the most recent record in a block being 5 years old. Transfer 5 year blocks to the National Archives 15 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

- *42. AHCPR Internal Evaluation Files: File contains evaluation reports, scope of work reports, and memorandums relating to internal evaluations. Office of Record: Office of Planning and Resource Management, Office Program Development, Program Planning Research Development and Evaluation Branch.

Permanent: Cut off annually. Retire to the WNRC 3 years after cut off. Transfer to the National Archives 15 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1

- *43. Task Force Policy Papers: Draft papers reviewing the results of internal and external task force meetings involving AHCPR staff. Office of Record: Office of Planning and Resource Management, Office Program Development, Program Planning Research Development and Evaluation Branch.

Permanent: Cut off upon termination of task force. Retire to the WNRC 7 years after cut off. Transfer in 5 year blocks to the National Archives 15 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

- *44. Task Force on AHCPR Evaluation Projects: Minutes to Task Force meetings and written comments by AHCPR staff on the viability of proposed evaluation projects. Office of Record: Office of Planning and Resource Management, Office

Program Development, Program Planning Research Development and Evaluation Branch.

Permanent: Cut off annually and place in inactive file. Cut off and immediately retire inactive file to WNRC upon accumulation of 1 cubic foot of records. Transfer to the National Archives 15 years after cut off.

Cubic footage: 1 c.f.
Annual accumulation: negligible

- *45. Minutes of the AHCPR Guidelines Task Force: File contains minutes of Task Force meetings. Office of Record: Office of Planning and Resource Management, Office Program Development, Program Planning Research Development and Evaluation Branch.

Permanent: Cut off annually and place in inactive file. Cut off and retire inactive file to WNRC upon accumulation of 1 cubic foot of records. Transfer to the National Archives 15 years after cut off.

Cubic footage: 1 c.f.
Annual accumulation: negligible

46. OASH Requests For Information Pertaining to Evaluations: Requests for information and subsequent responses from OASH relating to the use of the 1% tax for health care programs. Office of Planning and Resource Management, Office of Program Development, Program Planning Research Development and Evaluation Branch.

Temporary: Cut off annually. Dispose of when 10 years old.

Cubic footage: .5 c.f.
Annual accumulation: negligible

47. Contract Deliverables File: File contains reports on field visits used to assess the progress of a contract. Accompanying reports is a copy of the deliverables resulting from a contract. Office of Record: Office of Planning and Resource Management, Office of Program Development, Program Planning Research Development and Evaluation Branch.

- A. Reports and deliverables for contracts not documented in the Official Contract File.

Temporary: Cut off upon submission of final report. Retire to the WNRC upon accumulation of 1 cubic foot of records. Transfer to the National Archives 15 years after cutoff.

- B. Other records.

Items 47a+b have been
superseded by GRS 3a1a,
VA 9/5/13. Please see email
dated 8/30/13.

Temporary: Destroy when no longer needed for administrative purposes.

Cubic footage: 1 c.f.
Annual accumulation: negligible

48. Correspondence Files of the Women's Health Coordinator: Contains requests for information directed to the Women's Health Coordinator and the AHCPR's subsequent responses, and correspondence between the Coordinator and the Women's Health Officer for the PHS. Office of Record: Office of Program Development.

Temporary: Cut off annually. Retire to the WNRC 5 years after cut off. Destroy 10 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

49. General Subject File of the Women's Health Coordinator: Files contain copies of government reports useful to the Women's Health Coordinator, PHS instructions, and related reference materials. Office of Record: Office of Program Development.

Temporary: Review annually and destroy contents of files when superseded, obsolete, or when no longer needed.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

Center for Medical Effectiveness Research

50. International Health Representative Files: Files document visits by international representatives collecting information on the AHCPR. Included in the files are meeting agendas, curriculum vitae, and address lists used to keep in contact with foreign visitors or representatives. Office of Record: Center for Medical Effectiveness Research.

Temporary: Cut off annually. Destroy when 5 years old.

Cubic footage: 2 c.f.
Annual accumulation: 1 c.f.

51. Correspondence File of the International Health Representative: Correspondence collected by the AHCPR's International Health Representative relating to foreign visitors. Office of Record: Center for Medical Effectiveness Research.

Temporary: Cut off annually. Destroy when 5 years old.

Cubic footage: 2 c.f.

Annual accumulation: 1 c.f.

52. General Subject File of the International Health Representative: Contains PHS instructions, information on AHCPR activities, and related reference materials of use to the International Health Representative. Office of Record: Center for Medical Effectiveness Research.

Temporary: Review annually and destroy contents of files when superseded, obsolete, or no longer of use.

Cubic footage: 2 c.f.

Annual accumulation: 1 c.f.

Center for Research Dissemination and Liaison

53. Publications File: File contains one record copy of AHCPR publications. Included are clinical practice and reference guidelines; reports; health technology reviews; research summaries; critical literature reviews; fact sheets; announcements; and conference proceedings. Office of Record: Center for Research Dissemination and Liaison, Division of Communication, Publications and Scientific Information Branch.

Permanent: Cut off annually. Retire to WNRC 5 years after cut off or when no longer needed for administrative purposes, whichever is sooner. Transfer to the National Archives 15 years after cut off.

Cubic footage: 15 c.f.

Annual accumulation: 1 c.f.

54. Reprinted Articles File: Reprints of previously published articles written by AHCPR staff and grant recipients. Office of Record: Center for Research Dissemination and Liaison, Division of Communications, Publications and Scientific Information Branch.

Temporary: Cut off annually. Destroy 10 years after cut off or when no longer needed for reference purposes, whichever is sooner.

Cubic footage: 16 c.f.

Annual accumulation: 2 c.f.

55. Publication Clearance File: File contains administrative records used to gain final permission within the AHCPR for distributing a publication. Included with the paper work

are individual copies of proposed publications. Office of Record: Center for Research Dissemination and Liaison, Division of Communication, Publications and Scientific Information Branch.

Temporary: Cut off annually. Destroy when 5 years old.

Cubic footage: 15 c.f.
Annual accumulation: 2 c.f.

56. Director's Speech File: File contains a copy of each of the Director's official speeches and related background materials. Office of Record: Center for Research Dissemination and Liaison.

Permanent: Cut off at the end of Administrator's term. Retire block to the WNRC 5 years after cut off. Transfer block to the National Archives 15 years after cut off.

Cubic footage: 1 c.f.
Annual accumulation: negligible

- *57. Press Release File: File Contains one record copy of AHCPR press releases. Office of Record: Center for Research Dissemination and Liaison, Division of Communication. Office of Planning and Resource Management, Office Program Development, Program Planning Research Development and Evaluation Branch.

Permanent: Cut off annually. Retire to the WNRC 5 years after cut off or when no longer needed for administrative purposes, whichever is sooner. Transfer to the National Archives in 5 years blocks 15 after cut off.

Cubic footage: 10 c.f.
Annual accumulation: 1 - 2 c.f.

58. Slides: Slides created to assist AHCPR staff during presentations. Office of Record: Center for Research Dissemination and Liaison, Division of Communication.

Temporary: Review annually and destroy slides when obsolete or no longer needed.

Item count: Five binders
Annual accumulation: negligible

- *59. Workbook File: Contains a record set copy of each workbook used at conferences coordinated by the Division of User Liaison. Workbooks consist of conference outlines, attendance lists, and handouts. Office of Record: Center for Research Dissemination and Liaison, Division of User Liaison.

Permanent: Cut off annually. Retire to WNRC 5 years after cut off. Transfer to the National Archives 15 years after cut off.

Cubic footage: 15 c.f.
Annual accumulation: 3 c.f.

Office of the Forum for Quality and Effectiveness in Health Care

60. Contractor and Panel File. Records in this file document the selection of private sector expert panels and contractors chosen by the Office of the Forum for Quality and Effectiveness in Health Care (Forum) to develop clinical practice guidelines. Also included in the files are records documenting the work the AHCPR, expert panels and contractors in developing guidelines. The files contain literature reviews; scope of work agreements entered into by panelists and contractors; peer and pilot review files; correspondence and related records concerning panel selection; budget time lines; panel meeting files which include minutes; federal register notices; and general correspondence between the AHCPR, panel members, and contractors. Office of Record: Office of the Forum for Quality and Effectiveness in Health Care.

A. Literary Analysis Reports and Meeting Minutes
Related to the Production of Clinical Practice
Guidelines

Permanent: Cut off upon publication of guideline or report. Retire to WNRC 1 year after cut off. Transfer to the National Archives when 20 years old (N1-510-94-3).

B. Remaining Records

Temporary: Cut off upon publication of guideline or report. Retire to WNRC 1 year after cut off. Destroy 25 years after cutoff (N1-510-94-3).

61. Conflict of Interest File for Clinical Guidance Panel Members: File includes statements of affiliation submitted by prospective panel members, confidentiality statements by the AHCPR, and correspondence and memorandums concerning conflicts of interest regarding clinical guidance panel members. Office of Record: Office of the Forum for Quality and Effectiveness in Health Care Reform.

Temporary: Cut off upon termination of Clinical Guidance Panel. Destroy 6 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

Office of Health Technology Assessment

62. Technology Review and Assessment Files: Files include requests for technology assessments from HCFA and other DHHS organizations; background information submitted by requestors; compiled bibliographies relating to particular requests and copies of cited publications; and AHCPR assessments and final recommendations. Office of Record: Office of Health Technology Assessment.

A. Official file:

Permanent: Cut off and immediately retire to the WNRC 1 year after close of assessment. Transfer to the National Archives in 5 year blocks 15 years after cut off.

- B. Working file: Files contains copies of records kept in official file and related records for reference use by projects officers.

Temporary: Destroy 2 years after close of assessment.

Cubic footage: 25 c.f.
Annual accumulation: 2 c.f.

Center for General Health Services Intermural Research

- *63. Publications and Speeches Files for the Division of Statistics and Research Methodology. Drafts and final copies of speeches and publications by the staff. Office of Record: Center for General Health Services Intermural Research, Division of Statistics and Research Methodology.

- A. Copies of publications and speeches held by the Division of Statistics and Research Methodology and submitted to the Center for Research Dissemination and Liaison for distribution.

Temporary: Review annually and destroy when no longer needed for reference purposes.

- B. Copies of publications and speeches held by the Division of Statistics and Research Methodology that are not submitted to the Center for Research Dissemination and Liaison for distribution.

Permanent: Cut off and immediately retire to WNRC upon accumulation of 1 cubic foot of records. Transfer to the National Archives in 5 year blocks 15 years after cut off.

Cubic footage: 3 c.f.
Annual accumulation: 1 c.f.

64. Distribution of NMES-2 Data Files: Reserved
65. CAPI Literature Files: Reserved

Records Common Throughout AHCPR

66. Reading Files (Chron Files): File contains official copy of all out going correspondence kept by Offices and Centers for the purpose of reference.

Temporary: Cut off annually. Destroy 5 years after cut off or when no longer needed for reference purposes, whichever is sooner.

67. Supervisors' Personnel Files and Duplicate OPF Documentation.

A. Supervisors' Personnel Files.

Correspondence, forms, and other records relating to positions, authorizations, pending actions; position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.

B. Duplicate Documentation.

Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule.

Destroy when 6 months old. (GRS 1, Item 18a)

68. OMB Clearance Files. Case files maintained for each agency

report created or proposed, including public use reports. Included are clearance forms; including SF 83; copies of permanent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.

Temporary: Destroy 2 years after the report is discontinued. (GRS 16, Item 6)

69. Grants Working Files. Files created by grant officers which contain copies of records kept in the Agency's official grant file. Also included are additional records whose value does not justify inclusion in the official file.

A. Working files for funded grants.

Temporary: Cut off after close of grant. Destroy 5 years after close of grant or when no longer needed for administrative purposes, whichever is sooner.

B. Working files for rejected or withdrawl grants.

Temporary: Cut off after rejection or withdrawal of grant. Destroy 5 years after cut off.

70. Transportation Files.

A. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 67B of this schedule.

Temporary: Destroy 6 years after the period of the account.

B. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period, such as detection of overcharge.

Temporary: Destroy when 10 years old.

C. Issuing office copies of Government or commercial bills

of lading, commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.

Temporary: Destroy 6 years after the period of the account.

- D. Obligation copy of commercial passenger transportation vouchers.

Temporary: Destroy when funds are obligated.

- E. Unused ticket redemption forms, such as SF 1170.

Temporary: Destroy when no longer needed for administrative use. (GRS 9, Item 1)