

4-15-96

4-510-96-1

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1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Public Health Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Agency for Health Care Policy and Research			
4. NAME OF PERSON WITH WHOM TO CONFER James E. Owens	5. TELEPHONE 301.594.2408, Ext	DATE 87-3-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 one 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 APR 11 1996	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes</i> A. Prentice Barnes	TITLE DHHS Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attached		

*Changes to this SF115 have been approved by AHCP's Records Officer, Shelly Anderson, on 6/25/96 in a telephone conversation.*

*cc to: ac uce, NNT      mgL 6/25/96*

**Item 1. Records of the AIDS Cost and Services Utilization Survey (ACSUS):** The ACSUS is a longitudinal study of persons with HIV-related disease contracted for by the Administration for Health Care Policy and Research (AHCPR). It is the largest data collection effort targeting the population of persons infected with HIV. This series of records documents the AHCPR's selection of the ACSUS contractor and the agency's day to day administration of the contract. Records covered by this item include contract applications and proposals, correspondence and related records on the modification of the winning bid, records on the development of instruments used in collecting information for the study, annual reports, deliverables, and a wide range of routine records relating to the administration of the contract.

A. Contract deliverables.

Permanent. ~~Transfer to the National Archives upon approval of this schedule.~~ Cut off upon closure of contract.

B. All other records. Transfer to the National Archives 6 years and 3 months after cut off, or when no longer need for administrative purposes, whichever is sooner.

Temporary. Cut off upon closure of contract and retire to WNRC. Destroy 6 years and 3 months after cut off.