

# 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

Agency for Healthcare Research and Quality

3. MINOR SUBDIVISION

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

*Shelly D. Anderson*  
Shelly D. Anderson

301-594-1304

LEAVE BLANK (NARA use only)

JOB NUMBER

*N9-510-01-1*

DATE RECEIVED

*NOV 08 2000*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*3-28-01*

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

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

*MAR 21 2000*

SIGNATURE OF AGENCY REPRESENTATIVE

*A. Prentice Barnes, Sr.*  
A. Prentice Barnes, Sr.

TITLE

HHS Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested to modify the AHRQ Records Disposition Schedule N1-510-94-1 to include the electronic version for certain records at AHRQ. These changes were necessitated by regulatory considerations by the National Archives and Records Administration.</p>		

*MAR 30 2001*

*AF copy to agency*

1. Meeting Files of the Administrator: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

2. Reading Files of the Administrator: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

3. General Subject File of the Administrator: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

4. Deputy Director's General Subject Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

5. General Subject Files of the Minority Health Coordinator: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

6. EEO Data Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later, whichever is later.

7. EEO Subject Information Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

8. EEO Case Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*9. Official Controlled Correspondence Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*11. Delegations of Authority Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

12. Interagency Agreement Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*13. Organization Management Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*15. Official Grant Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

16. Grant Index Card File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or canceled, whichever is later.

18. Scientific Review Group Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

19. Working Files of Scientific Review Administrators: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

20. Personnel Files for Members of Scientific Review Groups: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

21. Confidential Financial Disclosure and Outside Activities

Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

22. Special Award Program Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

23. Program Support General Subject File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

24. Annual Property Reports: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

25. Routine Requisitions Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

26. Requisitions for Equipment and Furniture Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*27. Reports to Congress: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

28. DHHS/PHS Regulatory Documents: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

29. AHCPR Grant Regulation File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

30. NIH Announcements: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

31. AHCPR Federal Register Notices Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

32. Directives File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*34. Minutes and Briefing Documents of the National Advisory Council for Health Care Policy Research, and Evaluation : N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

35. Historical File of the National Advisory Council for Health Care Policy, Research, and Evaluation: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

- \*36. General Subject File of the National Advisory Council for Health Care Policy, Research, and Evaluation: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

37. Personnel Files of Members of the National Advisory Council for Health Care Policy, Research, and Evaluation: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

- \*38. Legislative Reference File (Miscellaneous Legislative File): N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

- \*39. Legislative History Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

- \*40. Reauthorization File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

- \*41. Strategic Planning Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*42. AHCPR Internal Evaluation Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*43. Task Force Policy Papers: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*44. Task Force on AHRQ Evaluation Projects: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*45. Minutes of the AHRQ Guidelines Task Force: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

46. OASH Requests for Information Pertaining to Evaluations: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

47. Contract Deliverables File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.



\*48. Correspondence Files of the Women's Health Coordinator: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

49. General Subject File of the Women's Health Coordinator: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

50. International Health Representative Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

51. Correspondence File of the International Health Representative: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

52. General Subject File of the International Health Representative: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

53. Publications File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

54. Reprinted Articles File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

55. Publication Clearance File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

56. Director's Speech File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

\*57. Press Release File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

58. Slides: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

\*59. Workbook File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

60. Contractor and Panel File: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

61. Conflict of Interest File for Clinical Guidance Panel  
Members: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

62. Technology Review and Assessment Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

63. Publications and Speeches Files for the Division of  
Statistics and Research Methodology. N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

**Records Common Throughout AHCPR**

66. Reading Files (Chron Files): N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

67. Supervisors' Personnel Files and Duplicate OPF  
Documentation: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

68. OMB Clearance Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when superseded or when referencing or updating is completed, whichever is later.

69. Grants Working Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

70. Transportation Files: N1-510-94-1

Electronic copies created on electronic mail and word processing systems.

**Disposition:** Delete when file copy is generated or when referencing or updating is completed, whichever is later.

