

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
PUBLIC HEALTH SERVICE

3. MINOR SUBDIVISION
ALCOHOL, DRUG ABUSE, AND MENTAL HEALTH ADMINISTRATION

4. NAME OF PERSON WITH WHOM TO CONFER
Johanna O. Bonnelycke, PHS, RMO

5. TELEPHONE
443-2055

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-511-92-1

DATE RECEIVED
4-29-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
10-24-94

ARCHIVIST OF THE UNITED STATES
Cindy Huskamp Pittman

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 2 pag. (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
04/27/92

SIGNATURE OF AGENCY REPRESENTATIVE
A. Prentice Barnes, Sr.

TITLE
DHHS Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Refugee Mental Health Program (Cuban Haitian)</u></p> <p>A. <u>Case Records</u></p> <p><i>Description:</i> These records are accumulated in the Office of the Director, NIMH, by the Refugee Mental Health Program (RMHP), from PHS sponsored half-way houses after release of Mariel Cuban clients from half-way house programs.</p> <p><i>Disposition:</i> Release information only under Privacy Act (PA) or Freedom of Information Act (FOIA) regulations or under existing interagency agreement. One year after leaving half-way house, transfer client case files to FRC or Washington National Records Center (WNRC) and destroy 50 years later.</p> <p>B. <u>RMHP Evaluation Records</u></p> <p><i>Description:</i> These records consist of RMHP evaluation reports accumulated from program consultants, and case materials from agencies related to the</p>		

Copies sent to Agency, NCF, NNE, NNT, NSX @ 10/27/94

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>placement and treatment of Mariel Cubans. Records are used as a rotating reference for psychological data to meet mandated program needs.</p> <p>b. <u>Disposition:</u> Release information only under PA and FOIA regulations or under existing interagency agreement. Files are retained for 7 years after the last clinical activity and then transferred to the FRC or WNRC. Files of Cubans who have been repatriated are retired after the final repatriation date. Records are destroyed 50 years later.</p> <p>c. <u>Electronic Media</u></p> <p>1. <u>Description:</u> Above subject records kept in electronic media for administrative purposes only.</p> <p>2. <u>Disposition:</u> Delete when no longer needed to create a hard copy.</p> <p>3. <u>Description:</u> Case Records and Evaluation Records for the Refugee Mental Health Program that are in electronic form.</p> <p>4. <u>Disposition:</u> Same as records in hard copy. UNSCHEDULED. NOTIFY THE NATIONAL ARCHIVES & RECORDS ADMINISTRATION WHEN SYSTEM IS OPERATIONAL.</p> <p><i>Barbara Johnson</i> _____ NIMH Records Liaison, Barbara Johnson</p> <p><i>Delores Q. Christie 4/2/92</i> _____ ADAMHA Records Officer, Delores Q. Christie</p>	<p>GRS 23/2</p>	