

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-512-00-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED <i>01/19/00</i>	
1. FROM (Agency or establishment)  Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Health Resources and Services Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Marilyn Foreman	5. TELEPHONE  (301) 443-3780	DATE <i>5-10-00</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</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 5 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>JAN 13 2000</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.		TITLE Records Management Officer, DHHS

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Record Group 512 WNRC Project: Records of the Health Resources and Services Administration (HRSA)</p> <p>This schedule provides one-time disposition authority for unscheduled HRSA records, which are stored at WNRC.</p> <p>SEE ATTACHED SCHEDULE</p> <p><i>Marilyn E. Foreman</i> Marilyn E. Foreman Records Management Officer, HRSA</p> <p><i>12/28/99</i> Date</p>		

*Agency NR NWML*

**RECORD GROUP 512: RECORDS OF THE HEALTH RESOURCES AND SERVICES  
ADMINISTRATION (HRSA) WNRC PROJECT**

Items 1-10 provide one-time disposition authority for the specific accessions listed.

Department of Health, Education, and Welfare (HEW)

1. Office of Family Benefits Planning. Subject Files of John C. Montgomery, 1969-72. 16 cu. ft.

The Office of Family Benefits Planning was responsible for the administration of the national welfare program on families. These records are the files of John C. Montgomery, Assistant to the Secretary of HEW and Director of Family Assistance Planning. The files are arranged according to an alpha-numeric filing scheme. Included are briefing materials, speeches, regulations, correspondence, and memorandums. The records relate to such subjects as publicity, conferences, Senate hearings, field visits, revised regulations, and policy changes. Routine housekeeping files and such non-record items as blank stationery may be disposed of during initial processing.

*M.E.F.  
12/28/99* Disposition: PERMANENT. Transfer to ~~NARA in FY2001~~ ~~NARA in FY2001~~ immediately to the National Archives on approval of this schedule.

Justification: These records document the policies of the agency's family assistance planning program and the activities of the program's director.

WNRC Acc. No.: 512-73A-0382 (Boxes 1-16)

Health Services and Mental Health Administration

2. National Center for Health Statistics. Division of Health Statistics Analysis. Committee Background Files, 1969-70. 3 cu. ft.

These records consist of subcommittee materials of the U.S. National Committee on Vital and National Health Statistics. Included are meeting minutes, report drafts and comments, correspondence, and background materials. The records relate to such subjects as the Military Subcommittee on Health Statistics, the use of vital data for epidemiological research, epidemiological use of hospital data, planning for medical care facilities, statistics on doctors' practices and ambulatory care, migration health statistics, population dynamics, health resources and services, and Indian health.

*M.E.F.  
12/28/99* Disposition: PERMANENT. Transfer to ~~NARA in FY2001~~ ~~NARA in FY2001~~ immediately to the National Archives on approval of this schedule.

Justification: The records document committee activities relating to the collection, analyzation, and application of data on national health statistics, resources, and facilities.

WNRC Acc. No.: 512-72A-1938 (Boxes 1-3)

3. Health Care Facilities Service. Subject Files, 1971-72. 8 cu. ft.

These files consist of routine correspondence and administrative records. Included are requests for information, acknowledgments of materials received, and thank-you letters. Administrative files relate to such subjects as accounting, travel, and personnel issues. There is an index, which consists of coded copies of correspondence.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The files relate to routine administrative and housekeeping activities. There are no reports or substantive correspondence to document the agency's policies and program activities.

WNRC Acc. No.: 512-73-0024 (Boxes 1-8)

Health Resources Administration

4. Bureau of Health Manpower. Division of Dentistry. Dental Personnel Questionnaires, 1974. 10 cu. ft.

One of the functions of the Division of Dentistry was to conduct surveys of dental manpower in the United States. These records consist of questionnaires (OMB Form #68-S73071) returned from the 1974 "National Sample Survey of Non-licensed Dental Personnel in Private Clinical Practice." The questionnaires include information on clinical participation, number of workers, year of birth, number of hours per week to perform various tasks, time worked in the particular office and in the dentistry field, and whether certified by the American Dental Assistant Association. Names and addresses are provided infrequently by the respondents.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records consist of a random raw data sample of private dental personnel for one year. There is no final report to summarize the data or indicate how it was utilized by the agency.

WNRC Acc. No.: 512-76-0144 (Boxes 1-10)

5. Bureau of Health Manpower. Division of Dentistry. Dental Patient Records, 1964-76. 67 cu. ft.

These records consist of public health dental clinic patient files. Included are personal health surveys, teeth charts, X-ray film, and notations on treatment.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: These records are patient case files of the general public and contain no substantive information on the agency's policies and programs. They lack long-term historical value and present personal privacy problems.

WNRC Acc. No.: 512-76-0180 (Boxes 1-67)

6. Bureau of Health Manpower. Division of Dentistry. UAW Study Questionnaires, 1972-74. 48 cu. ft.

These records appear to relate to a survey of United Auto Workers and their dental service providers. The "Dental Service Utilization Consumer Questionnaire" was sponsored by the Division of Dentistry and conducted by the Technical Analysis Division of the National Bureau of Standards and the Michigan Health and Social Security Research Institute. The questionnaire information includes name, age, income, frequency of dental visits, brand of toothpaste used, union membership, and dental bills. There are white and green copies of the consumer questionnaires, blue provider questionnaires completed by dentists, computer printouts, and punch cards. Also included are routine interoffice correspondence, memorandums on such topics as leave and meeting attendance, and administrative files on how to conduct interviews and complete reports.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: These files consist of routine administrative files and raw data. There is no final report to summarize the data or indicate how it was utilized by the agency.

WNRC Acc. No.: 512-77A-0162 (Boxes 1-28); 512-77B-0162 (Boxes 29-48)

7. National Center for Health Services Research. Division of Health Systems, Design, and Development. Experimental Health Services Delivery Systems Branch. Subsystem Files, 1971-74. 6 cu. ft.

The National Center for Health Services Research conducted and supported research, development, and demonstrations that addressed the major national health care problems of rising costs, inadequate access, and uneven quality. Included in its efforts was the development of prototype health services systems. These records consist of site visit folders and administrative files for the original round of Experimental Health Services Delivery Systems in 1971, grant proposals, follow-up reports, correspondence concerning final products, evaluations of technical proposals, and financial data. The records relate to such topics as continuing services in various clinics, development of family practice operations manuals, the Emergency Medical Systems Task Force, review of procedures, projected grant applicants, and plans to fund a report on health care delivery.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: These files consist of documents relating to the design of forms, paperwork submitted to fulfill grant requirements, and other routine administrative functions. There are no summaries or final reports detailing the accomplishments (projected or real) of the program. These materials do not provide significant information of historical value concerning health care systems.

WNRC Acc. No.: 512-76-0146 (Boxes 1-6)

8. National Center for Health Services Research. Office of the Director. Subject Files, 1974-76. 3 cu. ft.

The National Center for Health Services Research conducted and supported research, development, and demonstrations that addressed the major national health care problems of rising costs, inadequate access, and uneven quality. These subject files contain a mixture of permanent and temporary correspondence, memorandums, speeches, briefing materials, and housekeeping records. Duplicate copies and routine administrative files relating to such subjects as travel, budget, and personnel issues may be disposed of during initial processing. The permanent records relate to such subjects as medical care costs, community-based health services systems, availability and quality of health care, cost-effective technology, health service manpower, professional standards review organizations, and cooperative Federal-State-local health statistics systems.

M.E.F.  
12/28/99

Disposition: PERMANENT. Transfer to NARA in FY2001. ~~Transfer to NARA in FY2001.~~ immediately to the National Archives on approval of this schedule.

Justification: These files include high level planning, policy, and precedent material as well as correspondence and reports of program activities. These materials are of continuing administrative and historical significance.

WNRC Acc. No.: 512-77-0110 (Boxes 1-3)

9. Bureau of Health Planning and Resources Development. Division of Management Policy. Conference Records, 1969-75. 4 cu. ft.

The Bureau of Health Planning and Resources Development administered a program of Federal, State, and local health planning and delivery systems development through grants, contracts, loans, and loan guarantees. These records include personnel folders on members of the National Advisory Council; rejections by the Studies Review Committee on a comprehensive health plan and training study; and administrative planning files on the State Health Planning Agency Conference, 1969. The planning files relate to appointments, attendance, training, and travel.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: These records do not contain such permanent conference materials as agendas, minutes, supporting papers, resolutions, and final reports.

WNRC Acc. No.: 512-77-0169 (Boxes 1-4)

Health Services and Resources Administration (HRSA)

10. Contract Files, 1974-75. 5 cu. ft.

These files relate to a contract awarded by HRSA to Optimum Computer Systems, Inc., for the purpose of conducting meetings, conferences, and retreats. Included are proposals, invoices, statements of financial interest, contractor resumes, and forms designed to track the registration status of meeting and conference attendees. The records relate to providing assistance for conference administrative procedures, letting and extending contracts, conflicts of interest, and curriculum vitae.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: The records consist of administrative housekeeping files for conducting meetings and conferences. They lack substantive program information and enduring historical value.

WNRC Acc. No.: 512-76-0163 (Boxes 1-5)