

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) <i>Department of Health and Human Services</i>	
2. MAJOR SUBDIVISION Health Resources and Services Administration	
3. MINOR SUBDIVISION Bureau of Health Professions	
4. NAME OF PERSON WITH WHOM TO CONFER  Marilyn Foreman	5. TELEPHONE  (301) 443-0898

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>71-512-04-1</i>	
DATE RECEIVED <i>11-12-2003</i>	
<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>6-24-04</i>	ARCHIVIST OF THE UNITED STATES <i>John 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 2 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 <b>NOV 5 2003</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Ricky Ray Hemophilia Relief Fund Program Case Files</p> <p>The Ricky Ray Hemophilia Relief Fund Program terminates on November 12, 2003.</p> <p>See the attached pages for records description and requested disposition authority.</p>		

*cc Agency (2) NW MW*

1. Ricky Ray Hemophilia Relief Fund Program Case Files

The Ricky Ray Hemophilia Relief Fund Act of 1998 established the Ricky Ray Hemophilia Relief Fund Program. The Fund provides for compassionate payments of \$100,000 to eligible individuals with blood-clotting disorders, such as hemophilia, who were treated with antihemophilic factor at any time during the period beginning on July 1, 1982, and ending on December 31, 1987, and who contracted human immunodeficiency virus (HIV). Certain spouses, former spouses, and children who contracted HIV from these individuals may also be eligible for a compassionate payment. Certain survivors of these individuals may also receive payment. The deadline for filing a petition was November 13, 2001. The Ricky Ray Hemophilia Relief Fund terminates on November 12, 2003. The records are maintained by the Ricky Ray Staff, Bureau of Health Professions.

Case files contain medical and/or legal documents regarding the petitioner's eligibility to receive a compassionate payment, including petitioner's <sup>notice of intent</sup> name, address, phone number, Social Security number, and all relevant medical records appropriate assessments, evaluations, prognoses, and such other legal documents (including birth and death certificates, marriage licenses, and divorce decrees) necessary for the determination of eligibility for and the amount of compensation to be paid to, or on behalf of, the person who contracted HIV. Records are maintained in both paper and electronic media.

The records are maintained in Privacy Act system 09-15-0061, Ricky Ray Hemophilia Relief Act of 1998, HHS/HRSA/BHP.

Disposition: TEMPORARY

- a. Official Case Files - recordkeeping copy (paper): Close out case files at conclusion of Program, and transfer to Federal Records Center. Destroy 7 years after close out.
- b. Electronic Version of Records (are a duplicate of paper files and are maintained by the Systems Operator for the Ricky Ray Hemophilia Relief Fund Program. ~~Files are housed~~ Close off files at the conclusion of Program. Destroy/delete upon destruction of paper records (1.a.).
- c. Case File Tracking System. Information is tracked in database that includes input information such as case number, social security numbers, names, addresses, phones numbers, and action dates. This information is used solely to document the status of a case or as a finding aid. Also includes associated documentation.

DISPOSITION: TEMPORARY. Update as necessary. Delete with related records.

*Change, as provided by MF, HRSA RO, on 3/19/04*

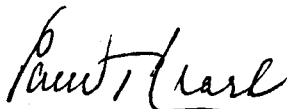
d. Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by item 1.a. in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, and dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

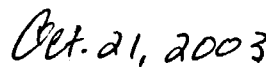
Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.



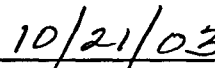
Paul T. Clark  
Director, Ricky Ray Staff



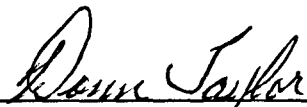
Date



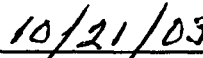
Marilyn Foreman  
Records Management Officer, HRSA



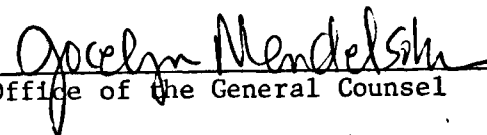
Date

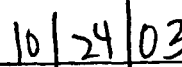


Donn Taylor  
Privacy Act Officer, HRSA



Date

  
Office of the General Counsel



Date