

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-512-92-01	DATE RECEIVED
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Public Health Service Health Resources and Services Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of Primary Health Care		DATE BY ARCHIVIST OF THE UNITED STATES	
4. NAME OF PERSON WITH WHOM TO CONFER Johanna Bonnelycke PHS Records Management Officer	5. TELEPHONE (301) 443-2055	4/12/93 James M. Moore	

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 4 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 Sept. 16, 1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>William 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2. 1)	<p><u>Shortage Area Scholarships</u></p> <p>This program is designed to assign health personnel to areas of critical shortages in health professions.</p> <p>Files consist of reviews, site visits, applicant community profiles, biographical sketches, job descriptions, accessibility and utilization of personnel, certification statements, equipment lists, tuition invoices from participating schools, stipend payments to students, related correspondence, and notice of grant awards.</p> <p><u>Disposition:</u> Non-permanent</p> <p>Maintain files until student completes obligatory service (approx. 4-12 years). Destroy 6 years after final payment, or upon resolution of any adverse audit findings, whichever is later.</p>	NCI-90-81-5 (9/21/82) Appendix B-351, Part IE, Item 25.C	
2.	<p><u>Health Professional Shortage Area (HPSA) Designation Program</u></p> <p>These records are maintained by the Office of Shortage Designation. The records relate to the designation of HPSAs under section 332 of the Public Health Service Act for use in several</p>		

Copies sent to Gorney, NCF 4/13/93

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ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

SUPERSEDED
JOB CITATION

Federal and non-Federal programs. The records include applicants' designation requests, staff analyses, maps, copies of relevant data sources, worksheets, and letters of determination. (Name was changed from Health "Manpower" to Health "Professional" Shortage Area by legislation in November 1990.)

Disposition: Non-permanent

Office of Record

Transfer to Federal Records Center 8 years after date of letter of determination. Destroy 10 years after transfer to Federal Records Center.

3 2. Physician Shortage Area Scholarships Program

These records are maintained by the Division of Health Services Scholarships. The records relate to individuals who are the recipients of Physician Shortage Area grants in the field of medicine and osteopathy. The records contain name, Social Security number, grant applications, awards, and associated forms, employment data, professional performance, and credentialing history of licensed health professionals; preference for site-selection; personal, professional, and demographic background information; progress reports (which includes related data, correspondence, and professional performance information consisting of continuing education, performance awards, and adverse or disciplinary actions); and payroll forms, correspondence, placement data, and default status information.

Disposition: Non-permanent

Office of Record

Transfer to the Federal Records Center following completion of the service obligation or other disposition of the grant. Destroy 10 years after transfer to Federal Records Center.

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NA USE ONLY)
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25. P. HRSA Scholarship and Loan Repayment Programs

~~Public Health Service (PHS) and National Health Service Corps (NHSC) Health Care Provider Records~~

These records are maintained by HRSA Scholarship and Loan Repayment Programs ~~scholarships~~. The records relate to individuals who have applied for, who have been approved to receive, who have received funds under the ~~PHS and NHSC~~ scholarship programs and ~~NHSC~~ Loan Repayment Program; individuals who have volunteered for service in the ~~PHS and/or NHSC~~ scholarship obligations; and individuals who include an interest in employment in or an assignment to a medical facility located in a health manpower shortage area or a medically underserved population area, including public and Federal medical facilities, such as community health centers, Indian Health Service (IHS) medical facilities, and other federally sponsored public health centers. ~~PHS and NHSC~~ Health Care Provider records consist of name, Social Security number, scholarship application, Site visits, Loan Repayment Program application, and associated forms, contracts, employment data, professional performance, and credentialing history of licensed health professionals; preference for site-selection; personal, professional, and demographic background information; progress reports (which include related data, correspondence, and professional performance information consisting of continuing education, performance awards, and adverse or disciplinary actions); payroll forms, loan repayment forms, deferment and placement data; and repayment/delinquent/default status information.

NI-90-86-5
 (7/28/86)
 HRSA Appendix
 B-351, Part IE,
 Item 25.P

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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>1. <u>Files of unsuccessful applicants</u></p> <p><u>Disposition:</u> Non-permanent</p> <p><u>Office of Record</u></p> <p>Destroy 6 months after the close of each annual application period.</p> <p>2. <u>Files of successful applicants</u></p> <p><u>Disposition:</u> Non-permanent</p> <p><u>Office of Record</u></p> <p>Transfer to the Federal Records Center following completion or other disposition of the scholarship or loan repayment service obligation. Destroy 15 years after transfer to Federal Records Center.</p> <p><i>per agency response MW 4/5/93</i></p> <p><i>Gerald V. Hunter</i> Gerald V. Hunter HRSA Records Management Officer</p> <p><i>Richard E. Henrichsen</i> Richard E. Henrichsen HRSA Privacy Act Officer</p>		

8/26/92
Date

8/26/92
Date