

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 N1.512.95.1	DATE RECEIVED 12.22.94
1. FROM (Agency or establishment) DEPARTMENT OF HEALTH AND HUMAN SERVICES		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLIC HEALTH SERVICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 HEALTH PROFESSIONS			
4. NAME OF PERSON WITH WHOM TO CONFER Johanna Bonnerlycke PHS Records Management Officer	5. TELEPHONE 301-443-2055	DATE JUN 9 1995	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>1</u> 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 DEC 19 1994	SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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>SCHOLARSHIPS FOR THE UNDERGRADUATE EDUCATION OF PROFESSIONAL NURSES (SUEPN) GRANT PROGRAM</u></p> <p>These records are maintained by the Division of Student Assistance (DSA). The records relate to applicants for and recipients of SUEPN Grant Program. The program provides tuition and fees to students who demonstrate financial need. In return for support, recipient agrees to work full-time as a Registered Nurse in a designated shortage area site; for a period of not less than 2 years or the number of years of support, whichever is greater.</p> <p>These records consist of agreements to the terms of the SUEPN Grant Program that is executed for each academic year of support and is signed by the recipient and a school official, Entry and Exit Interview forms, Employment Verification forms, copies of Registered Nurses Licenses, and related correspondence.</p> <p>Disposition: Temporary. After completion of service obligation or re-payment to the Secretary in cases of default, retain in office for 1 year. Retire to FRC after 1 year retention period. Destroy 5 years 3 months after retirement to FRC.</p>		

Changes to the original SF 115 have been approved by Gerald Co
Humber (RO HRSA) in a telephone conversation on 3/14/95.

John W. Carl
NARA

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>Electronic records contain name, Social Security number, school identifier, grant number, birthdate, demographic background, educational status, school location, employment status, payback status, and financial information about the individual for whom the record is maintained. The records are maintained in Privacy Act system 09-15-0057, Scholarships for the Undergraduate Education of Professional Nurses Grant Program, HHS/HRSA/BHPr.</p> <p><u>Disposition:</u> Temporary.</p> <p><u>Office of Record</u></p> <p>After completion of the service obligation or repayment to the Secretary in cases of default, retain records for 6 years (1 year in office and then transfer to the Federal Records Center for 5 years and then destroy). Records on magnetic tape are retained for 5 years and then they are destroyed.</p> <p><u>Bruce C. Baggett</u> Bruce C. Baggett Chief, Student and Institutional Support Branch, DSA</p> <p><u>Gerald V. Hunter</u> Gerald V. Hunter HRSA Records Management Officer</p> <p><u>Richard E. Henrichsen</u> Richard E. Henrichsen HRSA Privacy Act Officer</p>		

11/18/94
Date

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Date

11-18-94
Date