

| | | | |
|--|---|--|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>11-513-11-1</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>3-3-11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Indian Health Service | | | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Christopher Forney, Records Officer | 5 TELEPHONE NUMBER 301-443-8030 | DATE <i>3/28/11</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 needed now for the business for 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 <i>2/28/2011</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i> S // Yvonne K Wilson | TITLE HHS Records Officer | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | Loan Repayment Recipient Files See attached | | |

ITEM 1

LOAN REPAYMENT RECIPIENT FILES.

The Department of Health and Human Services, Indian Health Service, Loan Repayment Program (LRP) awards up to \$20,000 per year for the repayment of education loans to qualified health professionals. The Loan Repayment Recipient Files consist of complete files on recipients who participate in the LRP. The records include application, award or rejection letter, contracts (e.g., service and loan repayment agreements), employment verification, loan documentation, copies of professional licenses, payment authorization worksheets, and all related correspondence. Each case file provides a complete record of a LRP loan, from application to final payment or completion of service requirements.

Item 1a: Case files of unsuccessful applicants

Disposition **TEMPORARY.** Cut off at the end of the calendar year in which application file is closed. Destroy 2 years after cut off.

Item 1b: Case files of award recipients

Disposition **TEMPORARY.** Cut off at end of the calendar year in which final payment has been received or when obligatory service requirement has been completed. Destroy 6 years after cut off.

Item 1c: Case files related to a further investigation

Files relevant to current or anticipated litigation, an unresolved audit finding, investigation, claim, or other similar action.

Disposition **TEMPORARY.** Cut off at end of the calendar year in which action has reached final resolution. Destroy 6 years after cut off.