

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

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JOB NO. N1-513-92-1

DATE RECEIVED 11-13-91

NOTIFICATION TO AGENCY

1. GENERAL SERVICES ADMINISTRATION  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  
 FROM (Agency or establishment)  
 Department of Health and Human Services (DHHS)

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION  
Public Health Service (PHS)

3. MINOR SUBDIVISION  
Indian Health Service (IHS)

4. NAME OF PERSON WITH WHOM TO CONFER  
Johanna O. Bonnelycke  
 PHS Records Management Officer

5. TELEPHONE EXT.  
301-443-2055

6. CERTIFICATE OF AGENCY REPRESENTATIVE

DATE 4-21-95 *Acting* ARCHIVIST OF THE UNITED STATES

*Andy Huskum*

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 315 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <u>10/21/91</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.	D. TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)

*Copies sent to agency, NCF, NNS, NNT, NIA 4/28/95*

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 1 - INFORMATION SERVICE/FREEDOM OF INFORMATION ACT  
PRIVACY ACT**

**ITEM**

**NO. TITLE AND DESCRIPTION OF RECORDS DISPOSITION AUTHORITY**

**NOTE: WITH THE EXCEPTION OF ITEM 1-1 OF THIS SECTION DISPOSITION INSTRUCTIONS FOR RECORDS RELATING TO INFORMATION SERVICES, OR CREATED IN ADMINISTERING THE FREEDOM OF INFORMATION ACT AND THE PRIVACY ACT MAY BE FOUND UNDER GENERAL RECORDS SCHEDULE 14. DISPOSITION INSTRUCTIONS FOR ADMINISTRATIVE TORT CLAIMS MAY BE FOUND IN GENERAL RECORDS SCHEDULE 6.**

**1-1 FOIA REPORTS FILE.** Recurring reports and one-time information requirements relating to the implementation of the FOIA.

a. Annual reports (Agency-wide).

**PERMANENT.**  
Cut off at close of year during which report was created. Transfer to the FRC when 5 years old. Transfer to the National Archives when 15 years old in 5 year blocks.

b. ~~All other reports.~~

~~Destroy when 2 years old. GRS 14/14~~

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 2 - MEDICAL FACILITIES AND PATIENT MANAGEMENT**

**ITEM**

<b>NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>2-1</b>	<b>UTILIZATION REVIEW COMMITTEE FILE.</b> A facility-wide standing committee for inpatient facilities only. It establishes a formal plan to maintain the highest possible quality of health services by routine audits of medical records to determine if medical care, and utilization of the facility are appropriate.	Cut off annually. Transfer to the FRC when 3 years old. Destroy when 6 years old.	
	<u>NOTE: Records of the Committee Chair should be disposed of in accordance with the provisions of Schedule 1, item 6-3. (record copy is permanent)</u>		
<b>2-2</b>	<b>MEDICAL APPRAISAL COMMITTEE FILE.</b> Minutes of committee meetings which are maintained at the Service Unit and the Area Office. These files are for general reference and retrieval purposes. <i>See note under 2-1 above</i>	Cut off annually. Transfer to the FRC when 3 years old. Destroy when 6 years old.	
<b>2-3</b>	<b>STANDARD FOR AN IHS INPATIENT FACILITY FILE.</b> Criteria to determine the need for IHS to construct a new inpatient facility or to continue providing inpatient services at an existing facility.	Cut off when superseded or obsolete. Destroy when 6 years old.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**  
**SECTION 3 - PROGRAM ANALYSIS REPORTS AND STATISTICS**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
3-1	<b>POPULATION STATISTICS FILE.</b> Population estimates and projects for American Indians and Alaska Natives. It contains county data for the reservation states (33 states in FY 1989). Input data consists of the latest decennial census data and annual post-census counts of births and deaths. Output is in the form of a computer file (zoned decimal) and hard copy printouts for fiscal years 1980-2010.		<b>WITHDRAWN</b>
	a. Computer printouts.	Destroy after next update.	
	b. Hard copy estimates from decennial censuses.	Destroy when 20 years old.	
	c. Intercensus annual estimates.	Destroy when 10 years old.	
3-2	<b>PATIENT CARE DATA FILE.</b> Inpatient hospital stays and outpatient visit records, compiled for every stay and visit at IHS-operated direct and contract facilities. Data from some tribally-operated direct and contract facilities are also collected.		<b>WITHDRAWN</b>
	a. Automated file and microfilm.	<b>PERMANENT.</b> Transfer to the National Archives in accordance with instructions for transfer of electronic records.	
	b. Computer printouts.	Cut off at close of fiscal year. Destroy when 1 year old.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**  
**SECTION 3 - PROGRAM ANALYSIS REPORTS AND STATISTICS**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
3-3	<p><b>VITAL EVENTS DATA.</b> These are birth, death, and fetal death records furnished annually since 1955 to IHS by the Division of Vital Statistics, National Center for Health Statistics (NCHS), Centers for Disease Control (CDC), and the Public Health Service (PHS). American Indian and Alaska Native births and deaths occurring throughout the entire United States are included in the files. Birth and death files are assembled in flat file as well as Statistical Analysis System (SAS) data set format for calendar year 1972 and thereafter. Since 1972, for 35 selected counties and the entire state of Alaska, special geographic codes are added to the records by the NCHS. These codes permit the identification of smaller communities for place of residence and occurrence and the aggregation of data to the IHS Service Unit level.</p> <p>a. Automated files and microfilms. Summary cross tabulations and hand posted data summaries.</p> <p>b. Computer printouts.</p>	<p><b>PERMANENT.</b>            Transfer to the National Archives in accordance with instructions for transfer of electronic records.</p> <p>Cut off at the close of the fiscal year.            Destroy when 10 years old.</p>	<p>WITHDRAWN</p>

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 4 - PROGRAM PLANNING FOR INDIAN HEALTH SERVICE.**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
<b>4-1</b>	<b>RESOURCE REQUIREMENTS METHODOLOGY (RRM).</b> Resource requirements are projects for IHS Service Units at least every 3 years. The file contains Service Unit needs projects by RRM module and budget activity for IHS Service Units.		
	a. Computer Files.	Destroy when 10 years old.	GRS 23/1 and GRS 16/5
	b. Printouts.	Destroy when 10 years old.	GRS 23/1 and GRS 16/5
<b>4-2</b>	<b>RESOURCE ALLOCATION METHODOLOGY (RAM).</b> Level of Need Funding (LNF) and funding distributions are estimated for IHS Areas at least every 3 years.		
	a. Computer files.	Destroy when 10 years old.	GRS 23/1 and GRS 16/5
	b. Printouts.	Destroy when 10 years old.	GRS 23/1 and GRS 16/5
<b>4-3</b>	<b>PROGRAM PLANNING FILES.</b> Strategic planning - these are files related to the development and initiation of strategic planning activities within IHS beginning with the FY 1990 Objective which states:  A strategic plan which will be developed by the IHS to formulate planning strategies that support the long-term goals of IHS and enhance the present and future outcomes in:  - Management Quality - Organizational Structure - Health Status - Indian Self-Determination		
	a. Files by subject activity.	Update annually. Destroy when 1 year old.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 4 - PROGRAM PLANNING FOR INDIAN HEALTH SERVICE.**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
b.	Computer printouts.	Destroy after next update.	
<del>4-4</del>	<del>STAFFING PROJECTIONS FILE. Staffing requirements are projected for new/replacement facilities at time of facility replacement. The file contains staffing projections, available positions, and program services by RRM modules and budget activity for IHS replacement facilities.</del>	<del>Destroy when no longer needed.</del>	<del>GRS 23/1 and GRS 16/5</del>
<del>4-5</del>	<del>AREA DATA PROFILES. Contain demographics (population, Tribes, and tribal membership), geographic and topographic features, descriptions of the Area Health Care Delivery System for each tribe in the 12 Areas and the morbidity and mortality data for each Service Unit.</del>	<del>Destroy when obsolete.</del>	<del>WITHDRAWN</del>
4-6	HEALTH SERVICES PRIORITY SYSTEMS DATA FILE. A system of records for IHS Service Units and tribal delivery systems has been synthesized. One record for each delivery unit and one record per Area were created. The variable include tabulations of users from item 3-2, service eligible from item 3-1, years of productive life lost, service work load data, and available funding information. These variables are used in developing cost estimates of unmet need for each Unit. The data base is then used in allocating Indian Health Care Improvement Funds according to prescribed formulas held by law. All data comes from information held at Area and HQ IHS offices.	<b>PERMANENT.</b> Transfer to the National Archives in accordance with instructions for transfer of electronic records.	WITHDRAWN
a.	Automated file.		
b.	Computer printouts.	Destroy when 5 years old.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 5 - OFFICE OF TRIBAL ACTIVITIES**

**ITEM**

**NO. TITLE AND DESCRIPTION OF RECORDS DISPOSITION AUTHORITY**

**5-1 TRIBAL HEALTH PROGRAMS FILES.**

Correspondence, policies, advisories, administrative procedures, guidelines, profiles, proposals, contracts, vouchers, and reports, etc. concerning tribal and Indian self-determination issues.

a. Tribal Health Program correspondence, including a record set of policy materials, advisories, profiles, and reports, maintained at the division level or above in IHS Headquarters or at the Area Office level.

**PERMANENT.**  
Cut off file at the close of the fiscal year. Transfer to the FRC in 5 year blocks when 5 years old (e.g, 1990-94 records will be transferred in 1999). Transfer to the National Archives when 20 years old.

b. Tribal Health Program correspondence maintained by all offices not covered under (a) above.

Cut off annually. Destroy when 6 years old. Transfer to the FRC is authorized.



**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 5 - OFFICE OF TRIBAL ACTIVITIES**

**ITEM**

**NO. TITLE AND DESCRIPTION OF RECORDS DISPOSITION AUTHORITY**

c. Contracts.

Place in an inactive file after last payment. Cut off inactive file annually. Transfer to the FRC when 3 years old. Destroy when 6 years, 3 months old. See schedule 1, item 11, for PL 93-638 Contracts and Grants by Area.

**5-2 CONTROLLED CORRESPONDENCE FILE.**

Correspondence in connection with IHS program operations filed by IHS Area Offices and the Office of Health Program Research and Development. Records contain the Office of Tribal Activities (OTA) controlled resolutions and correspondence with either Indian Tribal Governments, Indian Health Boards, and/or other Indian organizations. This IHS program operations information is filed under each appropriate Area Office and the Office of Health Program Research and Development. Includes regular correspondence and controlled correspondence (DHHS) with Federal agencies and is filed by the appropriate IHS Area Office and the Office of Health Program Research and Development.

a. HQ OHPRD and AO (office of record).

**PERMANENT.**  
Cut off file at the close of the fiscal year. Transfer to the FRC in 5 year blocks when 5 years old (e.g, 1990-94 records will be transferred in 1999). Transfer to the National Archives when 20 years old.

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 5 - OFFICE OF TRIBAL ACTIVITIES**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
	b. All other offices.		Cut off at the close of the fiscal year. Transfer to the FRC when 2 years old. Destroy when 6 years old.
<b>5-3</b>	<b>GENERAL CORRESPONDENCE FILE.</b> Correspondence with public and Indian Tribes and Tribal Organizations pertaining to inquiries about IHS programs, tribal resolutions, Indian self-determination, tribal health programs, and other tribal activities.		Cut off annually. Transfer to the FRC 3 when years old. Destroy when 6 years old.
<b>5-4</b>	<b>TRIBAL MEETINGS AND MINUTES.</b> These Files are maintained in the Offices of Tribal Activities, Headquarters, and the Area Director in the areas for general reference and retrieval purposes. Such files do not constitute a complete record of related activities, but merely document the various tribal meetings and minutes.		
	a. Files of the committee chairman, secretary, or recorder (office of record.)		<b>PERMANENT.</b> Cut off annually. Transfer to the FRC in 5 year blocks when 5 years old (e.g. transfer 1990-94 block in 1994). Transfer to the National Archives when 20 years old.
	b. All other copies, including council members' files.		Destroy when no longer needed.

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 6 - TRAINING**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
<del>6-1</del>	<del><b>INDIVIDUAL EMPLOYMENT TRAINING FILE.</b> Documents accumulated to record progress of individual employees participation in a formal professional, technical, or clerical training program. Included are evaluations, correspondence, and other papers showing progress of trainees.</del>	<del>Place in an inactive file upon completion of program. Cut off inactive file at the close of fiscal year. Destroy when 5 years old.</del>	<del>GRS 1/29b</del>
6-2	<b>TRAINING REPORT FILE.</b> Documents reflecting annual and special training completed Agency-wide.	Cut off at close of fiscal year. Destroy when 5 years old or after OPM review, whichever is sooner.	GRS 1/29a
6-3	<b>CAREER DEVELOPMENT FILE.</b> Documents maintained on specific employees to record planned career development or progression.	Cut off on transfer or separation of the employee. Destroy when 1 year old.	
6-4	<b>INDIVIDUAL TRAINING CERTIFICATE FILE.</b> Documents accumulated to record individual employee participation in professional, technical, or clerical training, course or program. Filed in individual folders at Division of personnel.	Destroy when 5 years old.	
<del>6-5</del>	<del><b>TRAINING COURSES AND PROGRAMS FILE.</b> Documents accumulated in establishing and conducting training programs and courses, and in negotiating with OPM, other Federal agencies, and nongovernmental organizations for the establishment and provision of training programs and course. Includes contracts, records of meetings and discussions, announcements of training courses, course outlines and tests, handout material, and instruction sheets.</del>	<del>Cut off on discontinuance of program. Destroy when 5 years old.</del>	<del>GRS 1/29b</del>
6-6	<b>TRAINING BACKGROUND AND WORK PAPER FILE.</b> Papers related to establishment and operation of training courses and conferences.	Cut off annually. Destroy when 3 years old.	GRS 1/29a(2)

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 7 - MANAGEMENT APPRAISAL SERVICES**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>7-1</b>	<b>MEETINGS OF THE COUNCIL OF AREA AND ASSOCIATE DIRECTORS FILE.</b> Correspondence and materials in preparation for the quarterly meeting of the Council. Includes notices of the meetings, follow-up activities, action items, materials prepared for and distributed at the meetings along with agendas.	<b>PERMANENT.</b> Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.	
<b>7-2</b>	<b>MINUTES OF THE COUNCIL OF AREA AND ASSOCIATE DIRECTORS FILE.</b> The minutes of the Indian Health Service Council of Area and Associate Directors documents the proceedings of administrative Agency decisions.	<b>PERMANENT.</b> Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 8 - EQUAL EMPLOYMENT OPPORTUNITY**

**ITEM**

**NO. TITLE AND DESCRIPTION OF RECORDS DISPOSITION AUTHORITY**

**FOR INFORMATION ON RECORDS CREATED IN ACCORDANCE WITH THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM, CONSULT GENERAL RECORDS SCHEDULE NO. 1, ITEMS 25a-h.**

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 9 - QUALITY ASSURANCE PROGRAM**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>9-1</b>	<b>QUALITY ASSURANCE MINUTES AND REPORTS FILE.</b> These files are maintained by the Office of Quality Assurance for general reference purposes. The files do not constitute a complete record of related activities, but merely document the various Quality Assurance minutes and reports.	Cut off at the close of fiscal year. Destroy when 3 years old.	
<b>9-2</b>	<b>ORGANIZATION AND MEDICAID FILE.</b> Survey reports (Join Commission on Accreditation of Healthcare Organizations and Medicaid).	Cut off at end of fiscal year. Destroy when 6 years and 3 months old, or whenever administrative value ends, whichever is later.	

## SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS

### SECTION 10 - COMMUNICATIONS

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
10-1	<b>BIOGRAPHICAL FILE.</b> Biographies, photographs, newspaper clippings, and related items pertaining to the IHS Director's Office, AO Directors' Offices and/or Tribal Leaders. <u>Clippings on newsprint should be photocopied to archival bond paper before filing.</u>	<b>PERMANENT.</b> Place in an inactive file separation of employee. Cut off inactive file every 4 years. Transfer to the FRC when 2 years old. Transfer to the National Archives when 6 years old.	
10-2	<b>MORGUE FILE.</b> Newspaper, magazine and press service teletype clippings.  a. <u>Organized files of clippings regarding specific IHS programs, activities, and personnel and held at the Associate Director, Area Office Director, or higher levels. Clippings on newsprint should be photocopied to archival bond paper before filing.</u>  b. <u>Other clippings of a general nature and all those maintained in other offices.</u>	<b>PERMANENT.</b> Cut off file every 4 years. Transfer to the FRC when 2 years old. Transfer to the National Archives when 6 years old.  Destroy when 1 year old.	
10-3	<b>SPEECH FILE.</b> Copies of speeches and other papers created in the process of writing, reviewing, clearing, and delivering speeches by IHS employees.  a. <u>Speeches delivered by IHS staff which have been cleared by IHS management. Record sets held by responsible clearing office in HQ and AO.</u>	<b>PERMANENT.</b> Place a copy of the speech in an inactive file after it is delivered. Cut off inactive file every 4 years. Transfer to the FRC when 2 years old. Transfer to the National Archives when 6 years old.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 10 - COMMUNICATIONS**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
	b. All other speeches and all other copies.	Cut off at close of calendar year.	
10-4	<b>NEWS RELEASE FILE.</b> Documents relating to the preparation, coordination, clearance, and dissemination of information to any public communications media. Includes drafts, clearance documents, forms, press releases, and related papers.		
	a. Record copy of news releases, <u>held by the Office of Public Affairs, HQ and the responsible AO office.</u>	Cut off file every 4 years. Transfer to the FRC when 2 years old. Transfer to the National Archives when 6 years old.	
	<del>b. Other papers and other copies.</del>	<del>Destroy when 1 year old.</del>	<del>GRS 14/3</del>
<del>10-5</del>	<del><b>INFORMATION REQUEST FILE.</b> Requests for information and copies of replies thereto, involving no administrative action, no policy decisions, and no special compilations or research and request for and transmittals of publications, photographs, and other informational literature. This material may also be maintained under Schedule VI, item 1-4.</del>	<del>Destroy when 3 months old, or when no longer needed, whichever is sooner.</del>	<del>GRS 14/1</del>
10-6	<b>GRAPHIC SERVICES JOB CONTROL FILE.</b> Graphic services requisition forms, requester's notes, drawings, other instructions, and notes to illustrators or graphic contractors.	Cut off at close of fiscal year in which job is completed.	Destroy when 2 years old.
10-7	<b>ART OR GRAPHIC SERVICE ILLUSTRATION FILE.</b> Artwork, illustrations, slides, charts, graphics, acetates, and other visual aids.	Destroy upon printing of publication.	Artwork of continuing utility may be retained until no longer needed.



SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS

SECTION 10 - COMMUNICATIONS

ITEM

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
<del>10-8</del>	<del><b>STILL PICTURES FILE.</b> Organized collections of still photographs, slide sets, filmstrips, original artwork, and other pictorial records that:  a. Provides documentation of the organization, functions, policies, procedures and essential transactions of the IHS, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form, or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. These records consist of present and past Directors, Tribal Leaders, and key Agency officials. For black and white photographs, file consists of the original negative and a captioned print. For color photographs, file contains and original color transparency or color negative, a captioned print and an internegative, if one is available.  b. Are included as part of a project file, case file, report, or a similar type of record.  c. Are not permanent records as described under part a of this item. Included are photographs of social functions involving Agency personnel, transitory pictures of EEO programs and speakers, and widely available training related slide-tape presentations.  d. Are faulty or technically poor photography.</del>	<del><b>PERMANENT.</b> Break file every 5 years. Transfer to the National Archives when no longer needed for administrative purposes or when 10 years old, whichever is sooner.  Destroy in accordance with the instructions applicable to the records of which they are a part.  Destroy when no longer needed for reference.  Destroy immediately.</del>	<del><b>WITHDRAWN</b>        <b>WITHDRAWN</b></del>
10-9	<b>POSTERS.</b> Posters produced by IHS to inform the public on health issues. File contains two copies of each poster. NNSP - Accession Staff National Archives 8601 Adelphi Road	<b>PERMANENT.</b> Transfer two copies on publication to the address listed to the left.	

SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS

SECTION 10 - COMMUNICATIONS

ITEM  
NO. TITLE AND DESCRIPTION OF RECORDS DISPOSITION AUTHORITY

College Park, MD 20740-6001

10- **MOTION PICTURE FILE.** Motion picture films  
10 including negatives, masters, and prints of  
productions and unedited outtakes and trims that:

a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of IHS, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.

**PERMANENT.** Cut off file in 5 year blocks. Offer to the National Archives when 5 years old. Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.

b. IHS -sponsored films intended for distribution: file consists of the original negative or color original plus separate optical sound track and intermediate master positive or duplicate negative, plus optical sound track, and a sound projection print.

**PERMANENT.** Cut off file in 5 year blocks. Transfer to the National Archives when 5 years old. Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 10 - COMMUNICATIONS**

**ITEM**

**NO. TITLE AND DESCRIPTION OF RECORDS DISPOSITION AUTHORITY**

c. Films produced by or for IHS that are intended for internal staff use: file consists of the original negative or color original plus sound and a projection print.

**PERMANENT.** Cut off file in 5 year blocks. Offer to the National Archives when 5 years old. Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.

d. Films acquired by IHS - two projection prints.

**PERMANENT.** Cut off file in 5 year blocks. Offer to the National Archives when 5 years old. Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.

## SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS

### SECTION 10 - COMMUNICATIONS

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION	AUTHORITY
e.	Unedited outtakes and trims, the discards of film productions, which have been appropriately arranged, labeled, and described; file consists of the original negative or color original and a work print.	PERMANENT. Cut off file in 5 year blocks. Offer to the National Archives when 5 years old.	<u>Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.</u>
f.	Films resulting from a visual or electronic transfer of video recordings.	PERMANENT. Cut off file in 5 year blocks. Offer to the National Archives when 5 years old.	<u>Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.</u>
g.	Are included as part of a project file, case file, report, or similar type of record.	Destroy in accordance with the instructions applicable to the records of which they are a part.	
h.	Are not permanent records as described under parts a-f of this item.	Destroy when no longer needed for reference.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 10 - COMMUNICATIONS**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
	i. Are faulty or technically poor photography.	Destroy immediately.	
<b>10- 11</b>	<b>SOUND RECORDINGS FILE.</b> Sound recordings on tapes or discs that:  a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of IHS, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. Included are the administrative agenda tapes maintained by the Executive Secretary, which are arranged and numbered in chronological order. Other sound recordings generally are arranged alphabetically by title of recording.  b. Conventional mass-produced, multiple copy disk recordings - the tape, matrix or stamper, and one disc pressing.	<b>PERMANENT.</b> Cut off file in 5 year blocks. Offer to the National Archives when 5 years old. <u>Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.</u>  <b>PERMANENT.</b> Cut off file in 5 year blocks. Offer to the National Archives when 5 years old. <u>Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.</u>	

## SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS

### SECTION 10 - COMMUNICATIONS

#### ITEM

NO. TITLE AND DESCRIPTION OF RECORDS DISPOSITION AUTHORITY

c. Magnetic audiotape recordings, (reel-to-reel, cassette, or cartridge - the original tape or earliest generation of each recording and a "dubbing" if one exists.

**PERMANENT.** Cut off file in 5 year blocks. Offer to the National Archives when 5 years old. Records which are deemed to be unsuitable for permanent retention by the National Archives may be destroyed during archival processing without further notice to the Agency.

d. Are included as part of a project file, report, or similar type of record.

Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

e. Are not permanent records as described under parts a-c of this item.

Destroy when no longer needed.

f. Are faulty or technically poor recordings.

Destroy immediately.

**10- VIDEO RECORDINGS FILE.** Video recordings  
**12** that:

a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of IHS, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. Includes videotapes on representation case hearing and related matters. Included are the original or earliest generation of the recording.

**PERMANENT.** Cut off file in 5 year blocks. Offer to the National Archives when 5 years old. Records which are deemed to be unsuitable for permanent retention by the National Archives may be

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 10 - COMMUNICATIONS**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
			<u>destroyed during archival processing without further notice to the Agency.</u>
	b. Are included as part of a project file, report, or similar type of record.	Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.	
	c. Have been transferred by visual or electronic processes to motion picture film.	Destroy after verifying adequacy of the film copy.	
	d. Are not permanent records as described under part a of this item. Includes tapes of transitory interest and tapes on standard, widely available topics in the areas of training and Government operations.	Destroy when no longer needed.	
	f. Are faulty or technically poor recordings.	Destroy immediately.	
<b>10-13</b>	<b>AUDIOVISUAL FINDING AIDS AND PRODUCTION DOCUMENTATION FILE.</b> Consists of existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the above listed audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release, or ownership of the audiovisual production.	Disposition should be made in accordance with instructions governing the disposition of the audiovisual to which the finding aids relate. Cite the appropriate portions of items 10-8 through 10-11 on any transfer documentation.	

**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 10 - COMMUNICATIONS**

**ITEM**

<b>NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>10-</b>	<b>NEGATIVE PRINTING PLATE FILES.</b>		
<b>14</b>	Photographic negatives used for reproduction of major publications. Arranged by title or requisition number according to fiscal year. Negatives used for reprints are brought forward to the current year.	Destroy at the close of fiscal year in which publication is discontinued, superseded, or becomes obsolete or after 5 years if status of publication is not known.	



**SCHEDULE IV. STAFF SERVICES/SPECIAL PROGRAMS**

**SECTION 11 - SCHOLARSHIPS**

**ITEM**

<b>NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>11-1</b>	<b>SHORTAGE AREA SCHOLARSHIPS FILE.</b> Designed to assign health personnel to areas of critical shortages in health professions. Consists of reviews, site visits, applicant community profiles, biographical sketches, job descriptions, Accessibility and Utilization of Personnel Certification Statements, equipment lists, individual student files, tuition, invoices from participating schools, stipend payments to students, Notice of Grant Awards, and other related correspondence.	Cut off on completion of obligatory service (approximately 4-12 years) or upon final payment or resolution of any adverse audit findings. Transfer to the FRC when 2 years old. Destroy when 6 years and 3 months old.	