

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 513-94-1	DATE RECEIVED 3-2-94
1. FROM (Agency or establishment) Department of Health and Human Services (DHHS)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Public Health Service (PHS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Indian Health Service (IHS)		DATE 3-14-96	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER Johanna O. Bonnelycke PHS, Records Management Officer	5. TELEPHONE 301-443-2055		
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>10</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 2/25/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> A Prentice Barnes	TITLE DHHS Record Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Withdrawal of electronic systems for Chapters 3 and 4 of the Indian Health Service Records Disposition Schedule.</p> <p><u>Schedule 3</u></p> <p>8-1 Patient Index Files 11-1 Environmental Health Reporting System Files 12-2 Health Education Resource Management System Work Load Data Files 16-1 Community Health Representatives Information System (CHRIS II) Files</p> <p><u>Schedule 4</u></p> <p>3-1 Population Statistics File 3-2 Patient Care Data File 3-3 Vital Events Data 4-5 Area Data Profiles 4-6 Health Services Priority Systems Data File</p>		

Job No. N1-513-94-1, Indian Health Service

Schedule 3

11-1. Environmental Health Reporting System (EHRA) Files

11-1a. Input

TEMPORARY. Destroy when no longer needed to update the Automated Data File.

11-1b. Automated Data File

TEMPORARY. Destroy when no longer needed to manage program activities.

11-1c. Output

TEMPORARY. Destroy unpublished outputs when no longer needed to manage program activities.

12-2. Health Education Resources Management System (HERMS) Workload Data Files

12-2a. Input

TEMPORARY. Destroy when agency use ceases.

12-2b. Automated Data File

TEMPORARY. Cutoff at the end of the fiscal year. Destroy two years thereafter.

12-2c. Unpublished Output

TEMPORARY. Destroy when agency use ceases.

16-1. Community Health Representatives Information System (CHRIS-II) Files

16-1c. CHRIS-II electronic database

TEMPORARY. Destroy when agency use ceases.

18-3. Alcoholism Treatment Guidance System (ATGS)/ Chemical Dependency Management Information System (CDMIS)

18-3a. Inputs. Derived from client case file.

TEMPORARY. Destroy after data entry, unless data entry is directly from Client Case file.

18-3b. Data and System Documentation (HQ Level)

TEMPORARY. Scratch inactive case files when agency use ceases.

18-3c. Data and System Documentation (Below HQ Level)

TEMPORARY. Scratch inactive case files when agency use ceases.

Schedule 4

3-1. Population Statistics File

3-1a. Computer printouts

TEMPORARY. Update annually and maintain 1 year. Destroy after next update.

3-1b. Hard copy estimates from decennial censuses

TEMPORARY. Maintain for 20 years, then destroy.

3-1c. Intercensus annual estimates

TEMPORARY. Maintain for 10 years, then destroy.

3-1d. IHS Service Population Estimates and Projections data on electronic media

TEMPORARY. Destroy when no longer needed.

3-2. Patient Care Data File

3-2a. Automated Inpatient Care System

PERMANENT. Transfer a copy of 1980 to present data to the National Archives within 5 years of the approval of the SF-115. Thereafter, cutoff and transfer to the National Archives at 5 year intervals.

3-2b. Automated Ambulatory Patient Care System

PERMANENT. Transfer a copy of 1980 to present data to the National Archives within 5 years of the approval of the SF-115. Thereafter, cutoff and transfer to the National Archives at 5 year intervals.

3-2c. Computer Printouts

TEMPORARY. Cut off at the close of fiscal year. Maintain for 1 year, then destroy.

3-3. Vital Events Data

3-3a. Automated files

TEMPORARY. Destroy when no longer needed.

3-3b. Computer printouts

TEMPORARY. Cut off at close of fiscal year. Maintain for 10 years, then destroy.

4-5. **Area Data Profiles**

4-5a. PC based word processing inputs

TEMPORARY. Disposable under GRS-23, Item 2a.

4-6. **Health Services Priority Systems (HSPS) Data File**

4-6a. Inputs

TEMPORARY. Destroy when agency use ceases.

4-6b. Automated File

TEMPORARY. Destroy when agency use ceases.

4-6c. Computer Printouts:

TEMPORARY. Maintain for 5 years, then destroy.