

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-090-78-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 7/27/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1, 53, 73 are superseded by N1-442-09-001 Bucket 1

Items 32, 34, 35, 37, 39, 45, 46, 52, 54, 57, 58, 60, 63, 67, 68, 70, 71, 82, 87, 88, 91, 93, 94, 98-100, 103, 104 are superseded by N1-442-09-001 Bucket 2

Items 2, 33, 38-43, 47, 49, 55, 59, 62, 66, 69, 70, 72, 75-77, 79, 83, 84, 86, 92, 95-97 are superseded by N1-442-09-001 Bucket 3

Items 35, 39, 44, 48, 50, 51, 56, 59, 61, 65, 68, 80, 81, 85, 89, 90 are superseded by N1-442-09-001 Bucket 4

Item 4 is superseded by GRS 12 #5a (DAA-GRS-2016-0012-0002)

Item 16 is superseded by GRS 11 #4 (DAA-GRS-2017-0006-0016)

Item 64 is superseded by N1-442-02-002

Item 70 is superseded by NC1-90-78-03(B)

Item 74 is superseded by N1-442-90-004 #1a

Item 110 is superseded by GRS 1 #30b (DAA-GRS-2018-0002-0006)

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education and Welfare

2. MAJOR SUBDIVISION
Public Health Service

3. MINOR SUBDIVISION
Center for Disease Control

4. NAME OF PERSON WITH WHOM TO CONFER
Sara S. Owens

5. TEL. EXT.
283-7723

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

DATE RECEIVED

3 OCT 1977

JOB NO.

NC1 90

78 1

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10

1-27-78
(Date)

James B. Rhoads
Archivist of the United States

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 60 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

11/25/77
Date

Eugene J. Reed, Jr.
for Russell O. Hess
(Signature of Agency Representative)

Dept. Records Mgt. Officer

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Center for Disease Control provides leadership and direction to programs and activities designed to improve the health of the people of the United States by preventing or controlling diseases, improving laboratory performance, and assuring safe and healthful working conditions for all working people.</p> <p>To these ends, the Center for Disease Control:</p> <p>(1) Maintains active surveillance of diseases through epidemiologic and laboratory investigations and the collection, analysis, and distribution of data related to preventable diseases and conditions; (2) undertakes measures designed to prevent the importation or spread of communicable diseases from foreign countries into the United States or its territories; (3) provides assistance in the control and prevention of diseases, including</p>		

*Copies sent
to NMF, NMU,
NUB - 1/30/78.
(PL)*

*Copies to WRC
3/15/78*

11/6/78. All changes approved by J. Hall of CDC (PL)

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>environmentally induced human health problems; and provides epidemic aid to States and communities upon the request of appropriate health authorities;</p> <p>(4) maintains surveillance of the immunization status of the population; (5) develops through investigations, studies, and research, new or improved standards and methods for the diagnosis, treatment, prevention, or control of communicable and vector-borne diseases and other preventable conditions; and upgrades the performance of health workers engaged in prevention and control activities; (6) conducts a national program for improving the performance of clinical laboratories; (7) administers a nationwide program of professional and public information and education in the field of smoking and health; (8) administers a national program to develop and establish recommended occupational safety and health standards to assure safe and healthful working conditions for every working person; (9) provides consultation to, and participates with, other nations and international agencies in the eradication or control of communicable diseases and other preventable conditions.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p style="text-align: center;"><u>ADMINISTRATIVE AND SUPPORT SERVICES</u></p> <p><u>Administrative and Technical Subject Files</u></p> <p>Files containing routine administrative, correspondence, and technical information regarding diseases, programs, budget and appropriations, training, legislation, associations, societies, copies of international travel plans, and related subjects.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the Federal Records Center (FRC) when 2 years old. Destroy when 5 years old.</p> <p><u>Exception:</u></p> <p>The Central America Research Station shall destroy documents when 7 years old. Do not transfer to Federal Records Center.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS -Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4.	<p><u>Certified and Registered Mail Records</u></p> <p>Receipts, registers, and other documentation of incoming and outgoing certified and registered mail.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when 3 years old. <i>See GRS 12, #52.</i></p>		
5.	<p><u>Claims Files</u></p> <p>Claims by and against the Government, including records from original report to final adjudication, covering property damage or personal injury as a result of the use of equipment, vehicles, sprays, poisons, and related material.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 5 years after settlement and destroy 10 years thereafter.</p>		
6.	<p><u>Communications Records</u></p> <p>Documents relating to intercity voice network for transmission of data by facsimile, magnetic tape, card transceiver, and similar terminal equipment.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 2 years after equipment has been disconnected, and destroy 3 years thereafter.</p>		

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
7.	<p><u>Congressional Correspondence</u></p> <p>Correspondence between Congressmen and the Center for Disease Control. These files consist of incoming correspondence, notes used in the replies, clearances, and supporting documents. The office of record is the responding office.</p> <p><u>Authorized Dispositions:</u></p> <p>a. <u>Office of Record.</u> Permanent. Transfer to the FRC when 5 years old and offer to the National Archives when 20 years old. <i>destroy when 10 years old.</i></p> <p>Current accumulation: 10.0 cubic feet Annual accumulation: 1.5 cubic feet Filing arrangement: Chronological</p> <p>b. <u>All Other Offices.</u> Transfer to the FRC when 2 years old and destroy when 7 years old.</p>		
8.	<p><u>Correspondence (General)</u></p> <p>Correspondence giving general information, replying to complaints and requests for information, referring inquiries elsewhere, making routine arrangements for speeches and meetings, forwarding publications, acknowledging letters or publications, and concerning similar matters of minor administrative character which contain no information of significance.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy after 1 year. Do not transfer to the FRC.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
9. <i>(see next page)</i>	<p><u>Delegations of Authority File</u></p> <p>Proposals, clearances, handbooks, and final statements delegating authority to an individual or office.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Responsible office.</u> Permanent. Transfer to FRC when 5 years old and offer to the National Archives when 20 years old.</p> <p>Current accumulation: 1.0 cubic feet Annual accumulation: 0.2 cubic feet Filing arrangement: By organizational element</p> <p>b. <u>Other Offices.</u> Destroy when no longer needed for reference. Do not transfer to the FRC.</p>		
10.	<p><u>Distribution Management Files</u></p> <p>Distribution control forms, mailing lists, and similar records used for the distribution of staff manuals and other printed publications.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when superseded or obsolete.</p>		
11.	<p><u>Employee Grievance Files</u></p> <p>Documents accumulated in the filing and resolution of employee grievances including complaints, depositions, interviews, and related papers.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 3 years after final disposition of the grievance or complaint.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	<p><u>Delegations of Authority File</u></p> <p>a. Administrative and Program Delegations of Authority. Administrative delegations include annual leave, procurement, printing, travel, etc. Program delegations include procedures for delegating authority (format and content of delegations): transmittal of delegations, procedural instructions, delegation code sheets, multi-delegate delegations, revised and cancelled delegations.</p> <p><u>Authorized Disposition:</u></p> <p>a. Program delegations which are <u>not published in the Federal Register</u>. PERMANENT. Transfer those documents which pertain specifically to the delegation to the FRC 2 years after superseded or when program value ends. Offer to NARS when 10 years old in 10-year increments.</p> <p>b. Administrative delegations and program delegations not covered in a. Transfer to the FRC 2 years after supersession or when program value ends. Destroy 5 years thereafter (7 years after supersession).</p> <p>c. Reference copies in other offices. Destroy 1 year after authority is redelegated unless needed for further administrative use.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
12.	<p><u>Employee Locator File</u></p> <p>Locator cards for each CDC employee. Contains such information as home and office address, telephone number, and name of person to contact in the event of an emergency.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when superseded or upon separation of the employee.</p>		
13.	<p><u>Forms Management Files</u></p> <p>Contains data showing the inception and scope of the <i>each CDC-created</i> form and the program or administrative purposes served by the form.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Record Copy of Form.</u> <i>only.</i> Permanent. Offer to the National Archives in increments of 5 years when 15 years old. <i>OR: Management Analysis Office.</i></p> <p>Current accumulation: 2.0 cubic feet Annual accumulation: 0.4 cubic feet Filing arrangement: By form number</p> <p>b. <i>all</i> <u>Background material.</u> Destroy 6 months after form is superseded or canceled.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
14.	<p><u>Fund Raising Campaigns</u></p> <p>Lists of donors and amount given, receipt from bank showing number of donors and amount collected, publicity and other related material.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when 2 years old.</p>		
15.	<p><u>House and Senate Hearings</u> (Reference Files)</p> <p>Background information prepared by CDC officials who testify in Committee hearings. Also contains copies of bills and laws on HEW appropriations. <u>NOTE:</u> Official documents maintained in PHS.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC <u>5</u> years after completion of hearing.</p> <p>Destroy when <u>20</u> years old.</p>		
16.	<p><u>Identification Credentials</u></p> <p>Records pertaining to receipt and issuance of identification cards, badges, building passes, credit cards, and related documents used for identification purposes.</p> <p><u>Authorized Disposition:</u> <i>See GRS 16 #4.</i></p> <p>Destroy 2 years after identification is no longer required, or upon separation of the employee, whichever occurs first.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
17.	<p><u>Issuance Files</u></p> <p>Consists of manuals, directives, handbooks, and other formal policy and procedural issuances.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Formal Issuances by Preparing Office.</u> Permanent. Transfer to FRC when 5 years old and offer to the National Archives after 20 years.</p> <p>Current accumulation: 5.0 cubic feet Annual accumulation: 0.5 cubic feet Filing arrangement: Alpha by subject</p> <p>b. <u>Background Material.</u> Destroy when no longer needed in current operations.</p>		
18.	<p><u>Legislation Reference Files</u></p> <p>This file contains material covering current Congressional sessions, reference data on Congressional Committees and Subcommittees, including biographical and legislative data on the members.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old. Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
19.	<p><u>Management Surveys</u></p> <p>Reports and supporting material, such as interview notes and miscellaneous work papers relating to various management studies. Included are reports on manpower management and feasibility studies.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Record Copy of Report.</u> Transfer to the FRC when 2 years old and destroy when 10 years old.</p> <p>b. <u>Background Material.</u> Destroy 2 years after final report is prepared. Do not transfer to the FRC.</p>		
20.	<p><u>Membership in Associations and Societies</u></p> <p>Records documenting membership of CDC officials and supervisors in professional organizations. Contains correspondence, copies of speeches, newsletters, copies of minutes, and miscellaneous material. These records do not reflect official CDC positions and have only limited value as opposed to the official contributions described in Item 26 of this schedule.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 5 years old.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
21.	<p><u>Nonrecord Reference Material</u></p> <p>Correspondence (including reading files), memoranda, and documents relating to travel, requisitioning, training, position descriptions, regulations, publications, reports, notes and drafts, and superseded reference copies of microfilm.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Position Descriptions, Training and other Employee Documents.</u> Destroy 1 year after position is abolished or employee is terminated.</p> <p>b. <u>Other Documents.</u> Destroy 1 year after the end of the year unless needed for further reference. Do not transfer to the FRC.</p>		
22.	<p><u>Organization Documents</u></p> <p>Proposals, approvals, functional statements, organizational code revisions (Form HEW 509A or equivalent), and organization charts.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Historical File.</u> Permanent. Transfer to the FRC when 5 years old and offer to the National Archives when 20 years old. <i>destroy when 20 years old.</i></p> <p>Current accumulation: 8.0 cubic feet Annual accumulation: 1.0 cubic foot Filing arrangement: Alpha by organizational element</p> <p>b. <u>Background and Supporting Material.</u> Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
23.	<p><u>Patent Case Files</u></p> <p>Copies of reports of inventions, decisions, applications, agreements, and related material necessary to a patent case.</p> <p><u>Authorized Disposition:</u> <i>Destroy when 10 years old or</i> Destroy when no longer needed for administrative purposes, <i>whichever comes</i> <i>first. Do not send to FRC.</i></p>		
24. Project 24. A	<p>Files - Program Planning and Evaluation</p> <p>Contains CDC's multiyear program plans for input into the overall plans of the Office of the Assistant Secretary for Health and the DHEW. Also includes evaluations of program (CDC) objectives, reports, and proposed legislation with respect to the Center's program goals and objectives.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Final Reports.</u> Permanent. Transfer to FRC when 5 years old and offer to the National Archives when 20 years old.</p> <p>Current accumulation: 5.0 cubic feet Annual accumulation: 0.8 cubic feet Filing arrangement: Fiscal year; program area</p> <p>b. <u>Background Material.</u> Transfer to FRC when <u>5</u> years old. Destroy 10 years after the year covered by the budget.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25.	<p><u>Public Advisory Committee Files</u></p> <p>Technical Advisory Committee files consisting of agendas, authorities, directives, nominations, minutes of meetings, transcripts of proceedings, project authorizations, scheduling operations, correspondence, applications, reviews and other material relating to the prevention and/or control of diseases and occupational safety. <i>OR: Management Analysis Office.</i></p> <p><u>Authorized Disposition:</u></p> <p>Permanent. Transfer to the FRC 2 years after abolishment of committee and offer to the National Archives 18 years thereafter. <i>Est. volume: 1 CF.</i> <i>Arrangement: Alph. by Committee.</i></p>		
26.	<p><u>Publicity File</u></p> <p>Press releases to communications media advising of CDC's position on various health matters. Includes official speeches, transcripts, correspondence, regulations, and copies of approved legislation. Also includes any formal presentations (speeches and reports) to associations and committees by CDC officials who voice official agency views. <i>OR: Office of Information.</i></p> <p>----- Estimated Annual Vol.: 1 C.F. Arrangement: Alphabetical by Subject.</p> <p><u>Authorized Disposition:</u></p> <p>a. PERMANENT. Press releases and official speeches of high-ranking CDC officials. Transfer record copy to FRC when 5 years old and offer to NARS when 20 years old.</p> <p>b. Other materials. Transfer to FRC when 5 years old and destroy when 10 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
27.	<p><u>Records Management Files</u></p> <p>Worksheets relating to inventories and appraisals of records and documents authorizing records disposal (SF 439 or equivalent), records transmittal and receipt (SF135), report of records holdings, and related documents.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when no longer needed for administrative purposes.</p>		
28.	<p><u>Relocation Plans</u></p> <p>Relocation site information, including plans, instructions, evaluation, and physical security.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when superseded or no longer needed for reference.</p>		
29.	<p><u>Reports Control Files</u></p> <p>Case files, including cost data, on reports maintained for each report created, canceled, or superseded.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 2 years after report is discontinued.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
30.	<p><u>Visitor Files</u></p> <p>Record of visitors, including foreign visitors, to the Center; their purpose and dates of visits.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when no longer needed for administrative purposes.</p>		
31.	<p><u>Working Papers</u> (other than research)</p> <p>Notes, memoranda, drafts, and similar material collected in the course of daily work, or used in the preparation of management reports.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 6 months after preparation of final document to which notes relate unless needed for further reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>RESEARCH & PROJECT RECORDS</u>		
32.	<u>Animal Breeding and Research</u> Machine tracings, biochemical tests, histopathology studies, and other laboratory data relating to research in animal disease control, improved animal strains, virus and carcinogen testing, and experimental surgery. <u>Authorized Disposition:</u> Transfer to the FRC when 5 years old and destroy when 20 years old.		
33.	<u>Animal Care and Surveillance</u> Correspondence and general information regarding animal food and health products, wildlife and animal bite surveillance, and statistics on animal overpopulation. <u>Authorized Disposition:</u> Transfer to the FRC when 2 years old and destroy when 5 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
34.	<p><u>Arbovirus Laboratory Service Files</u></p> <p>Reference cards on antigens and reagents prepared for Federal, state, and international agencies. Also includes reference collection of Western Hemisphere arboviruses.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 10 years old and destroy when 20 years old unless needed for further reference.</p>		
35.	<p><u>Birth Defects Monitoring Program</u></p> <p>Project studies of birth defects in babies, including vital statistics subject file, case records, reports, microfiche statistical file, and reports. Also includes records relating to low birth weight surveillance.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Case Records and Preliminary Reports.</u> Transfer to the FRC when 3 years old and destroy when 20 years old.</p> <p>b. <u>Microfiche.</u> Destroy 5 years after completion of project. Do not transfer to the FRC.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36.	<p><u>Communicable Disease Case Study Files</u></p> <p>Records on individual patients, persons, groups, or specific geographic areas having or suspected of having communicable diseases. Files contain laboratory reports, family histories, photographs, notes, correspondence, and related materials. Also includes screening documents of aliens seeking to immigrate to the U.S.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old.</p>		
37.	<p><u>Continuing Disease Study Case Files</u></p> <p>Records on continuing research studies and other controlled projects, including administrative, technical and professional correspondence, reports, and related material not covered elsewhere in this schedule.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 2 years after completion of study and destroy when 20 years old unless needed for further reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
38.	<p><u>Cooperation Files (Laboratory Management Consultation)</u></p> <p>Various studies on laboratory management conducted by Laboratory Management Consultation, and correspondence with HEW public health laboratories, foreign governments, institutions, and other health organizations.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old.</p>		
39.	<p><u>Cooperative Project Case Files</u></p> <p>Records on cooperative health projects or programs with Federal Agencies, Agency for International Development, World Health Organization, and foreign governments dealing with grants, agreements, international health conferences, technical assistance, reviews, findings, and related subjects.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 2 years after completion of project.</p> <p><i>if extant</i> Review for disposal 12 years after project completion date, and select a sample not to exceed 5% for transfer to the National Archives.</p> <p>Current accumulation: 135.0 cubic feet Annual accumulation: 7.0 cubic feet Filing arrangement: Alpha by Project</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
40.	<p><u>Data and Specimen Handling (DASH) Laboratory Test Files</u></p> <p>Notebooks and other documents used by technicians and scientists for recording test results of specimen and cultures.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 10 years old.</p>		
41.	<p><u>Data and Specimen Handling (DASH) Transmittals</u></p> <p>Forms CDC 3.203 (originals and copies) received from State laboratories and other sources with specimen.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy forms immediately following microfilm editing and corrections. Destroy microfilm when 10 years old.</p> <p>Do not transfer to the FRC. (To be microfilmed per FPMR 101-11.507(c)(1).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42.	<p><u>Dental Disease Prevention Statistical File</u></p> <p>Studies, summaries, and background information on dental studies and research pertaining to fluoridation and defluoridation, dental care, caries, and dental demonstration projects. <u>NOTE:</u> This is a new program with no historical data on volume accumulation. However, it is anticipated that no more than 1 cubic foot of reports will be created per year.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old unless needed for further research.</p>		
43.	<p><u>Dental Disease Prevention Subject File</u></p> <p>Correspondence, reports, epidemiological investigations, clinical trials, plans, policy, and precedent materials on the dental disease prevention program. Included are projects for the application of topical fluoride to teeth and for the fluoridation of community water supplies.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 3 years old and destroy when 10 years old.</p>		

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44.	<p><u>Diagnostic Products Class Standards</u></p> <p>Documents from commercial firms submitted in support of in vitro diagnostic class standards.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 6 months after standards are recorded in the <u>Federal Register</u>.</p>		
45.	<p><u>Drug Studies</u></p> <p>Clinical histories, correspondence with participating clinics, laboratories, and private physicians; quality control reports, manuscripts, laboratory log books, special studies such as the Aspirin Myocardial Infarction Study (AMIS), and scientific reports published by CDC scientists and various medical sources.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 20 years old unless needed for further reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
46.	<p><u>Epidemic Case Files on Non-Recurring Investigations</u></p> <p>Epidemic intelligence material, including specimen histories, epidemiological, clinical, and serological data derived from various investigations of epidemics, vaccine trials, and field reports.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 4 years old and destroy when 20 years old unless needed for further reference.</p>		
47.	<p><u>Equipment and Instrument Development</u></p> <p>Documents relating to development, evaluation, design, and fabrication of new and improved types of equipment, and safety devices, including data on biological safety cabinets, instrument testing and calibration, helmet and respirator certifications, and related material.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 4 years old and destroy 10 years after completion of project unless needed for further reference.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
48.	<p><u>Etiologic Agents</u></p> <p>Permits to import or transfer Etiologic Agents or Vectors of Human Disease.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and Destroy 5 years after expiration of permit; <i>do not send to FRC.</i></p>		
49.	<p><u>Family Planning Project Files</u></p> <p>Technical assistance provided to states and foreign countries in family planning methods. Also contains abortion surveillance documents, special studies, reports, and correspondence.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old unless needed for further reference.</p>		
50.	<p><u>Field Reports</u></p> <p>Field Reports, including trip reports (other than Epidemic trip reports), containing both technical and administrative information.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
51.	<p><u>Health Analysis and Planning File</u></p> <p>Morbidity and mortality data, correspondence, health interview surveys, and reports.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 5 years old.</p>		
52.	<p><u>Hemoglobinopathy Testing and Standardization</u></p> <p>Documents which serve as reference source and information center on results of hemoglobinopathy testing, including data on clinical significance of abnormal hemoglobins.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 20 years old unless needed for further reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
53.	<p><u>Records of Interagency Committee on Back Contamination</u></p> <p>These records relate to the Committee's role in advising the Administrator, NASA, on containment and examination of materials and astronauts returning to Earth from Lunar missions.</p> <p><u>Authorized Disposition:</u></p> <p>Permanent. Transfer to the FRC when 2 years old. Offer to National Archives when 20 years old.</p> <p>Current accumulation: 7.0 cubic feet Annual accumulation: none Filing arrangement: Alpha by subject</p>		
54.	<p><u>International Health Education and Training File</u></p> <p>Case files of trainees under foreign aid programs. Contains biographical sketches, training given, correspondence with trainees and with foreign health agencies, institutes, and universities. <u>NOTE:</u> Training curriculum offered is separately scheduled in Item 114.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 3 years old and destroy when 15 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
55.	<p><u>In Vitro Product Evaluation Files</u></p> <p>Correspondence and reports on results of premarket testing of commercial in vitro products, such as bacterial antigens, antisera, conjugates and multiple components. Also includes documents on protocols, statistics, and standards of performance for various clinical determinations.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 2 years after report is prepared and destroy 8 years thereafter.</p>		
56.	<p><u>Laboratory Equipment Inventory Files</u></p> <p>Inventories, descriptions, loans and/or exchanges of equipment; warehouse storage data, acquisition and disposal information, and machine maintenance records.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when no longer needed in current operations. Destroy 5 years after related equipment is removed from agency inventory.</p>		

Request for Records Disposition Authority—Continuation

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
57.	<p><u>Laboratory Licensure and Proficiency Testing</u></p> <p>Applications for licenses (or license exemption) to operate clinical and public health laboratories. Also includes laboratory performance evaluations, examination reports, action sheets for corrective measures, checklist for improvement, correspondence related to qualifications of laboratory personnel, compliance, legal notices, copies of license issued, and related material created to implement the Clinical Laboratories Act of 1967.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to FRC when 3 years old. Destroy revoked, suspended, or superseded licenses when 15 years old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 30
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
58.	<p><u>Laboratory Licensure Program (Criminal Investigations)</u></p> <p>Investigations of clinical laboratories determined to be in violation of the Clinical Laboratories Improvement Act of 1967. Includes exhibits, correspondence, reports, compliance determinations, resumes of responsible officials, General Counsel recommendations, transcripts of hearings, and related material. NOTE: This program currently has 5 cubic feet of records (approximately 1 cubic foot of documents per year).</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 5 years after final disposition. Destroy when 20 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
59.	<p><u>Laboratory Materials Distribution File</u></p> <p>Card files and correspondence relating to the distribution of reagents, antigens, and other laboratory materials or supplies to Federal and State public health laboratories, organizations, and individuals engaged in research.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Cards</u>. Transfer to the FRC when 5 years old and destroy when 10 years old.</p> <p>b. <u>Correspondence</u>. Destroy after close of fiscal year.</p>		
60.	<p><u>Laboratory Procedures Case Files</u></p> <p>Records on studies and reviews of laboratory methods, techniques, and standards. Includes reviews and consultants' recommendations on safety and laboratory procedures conducted at the request of State laboratory directors.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 5 years after completion of study and destroy when 20 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	<p><u>Laboratory Project Case Files (Controlled)</u></p> <p>Records on laboratory projects for which the basic controls are such that the research can be exactly duplicated or repeated without loss of accuracy in findings.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 1 year after report has been submitted or manuscript published.</p>		
62.	<p><u>Lipid Standardization Program</u></p> <p>These records consist of raw data, results, correspondence, statistical work-ups, and evaluations by various national and international laboratories involved in cholesterol and triglyceride standardizations and other lipid research activities.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 3 years old and destroy when 10 years old unless needed for further reference.</p>		
63.	<p><u>Lead Poisoning Control Files</u></p> <p>Surveys, regulations, preliminary reports, correspondence, and field notes dealing with the prevention of lead-based paint poisoning.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 15 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
64.	<p><u>Manuscripts and Final Reports of Research Projects</u></p> <p>Published and unpublished reports of completed research projects, including final reports of medical surveys and special studies connected with investigation, diagnosis, treatment or control of communicable, vector-borne, and other preventable conditions. These reports document in summary form the findings and conclusions reached relative to scientific projects both within CDC and through contractual arrangements.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Record copy.</u> Permanent. Transfer to the FRC when 5 years old and offer to National Archives when 20 years old.</p> <p>Current accumulation 200.0 cubic feet Annual accumulation 25.0 cubic feet Filing arrangement Alphabetical within each bureau</p> <p>b. <u>Other copies.</u> Destroy when no longer needed for reference.</p> <p>c. <u>Supporting Material.</u> Transfer to the FRC when 2 years old and destroy when 10 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
65.	<p><u>Mental Waiver Files</u></p> <p>Diagnostic and medical studies (case files) of individual aliens in United States whose mental condition warrants medical supervision for a period of five years. Records include reports on observation, care, and specialized training. These documents are retained in CDC during the period of medical supervision.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 1 year after date of closing and destroy 4 years thereafter.</p>		
66.	<p><u>Microbiological Reagents Production Records</u></p> <p>Laboratory documents generated in support of reagent production, including working papers detailing testing and evaluation of reagents.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 10 years after completion of testing and evaluation of reagent.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
67.	<p><u>Micrographs</u></p> <p>Photographs of organisms, cells, tissues, lesions, structures, organelles, etc., examined by electron microscopy.</p> <p><u>Authorized Disposition:</u></p> <p>Permanent. Transfer to the FRC when no longer needed in daily operations. Offer to National Archives when 20 years old.</p> <p>Current accumulation: 3.0 cubic feet Annual accumulation: 0.5 cubic foot Filing arrangement: Alphabetical</p>		
68.	<p><u>National Nosocomial Infections Study</u></p> <p>Records relating to national surveillance and investigations of hospital-associated infections. Includes correspondence and special studies on methods for controlling hospital infections and on methods for examination of unusual specimens. Also includes documents for special health projects such as the Study on Efficacy of Nosocomial Infection Control (SENIC).</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Investigative Files and Patient Case Files</u></p> <p>Transfer to the FRC when 2 years old and destroy when 20 years old.</p> <p>b. <u>Correspondence and Memoranda.</u> Close out inactive file when 2 years old and transfer to the FRC and destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
69.	<p><u>Nutrition Tabulations and Reports</u></p> <p>Interim reports and correspondence (including graphics and worksheets) on nutrition surveillance and smallpox eradication.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 3 years old and destroy when 6 years old.</p>		
70.	<p><u>Occupational Hazards Studies</u></p> <p>Research and action files, laboratory reports, and patient case files on occupationally hazardous materials (and carcinogens) such as asbestos, arsenic, kepone, chloroform, vinyl chloride, and other substances, including all mined, manufactured, processed, synthesized, and naturally occurring inorganic and organic compounds which may affect man in his working environment.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 3 years old and destroy when 20 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
71	<p><u>Pathology Studies</u></p> <p>Documentation of biopsy and autopsy specimens from both man and animals.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when no longer needed in current operations and destroy when 20 years old.</p>		
72.	<p><u>Polio Diagnostic Records</u></p> <p>Laboratory results, reports, clinical histories, and other background information used to support research projects.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when no longer needed in current research projects and destroy 10 years thereafter.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73.	<p><u>Polio Studies</u></p> <p>Poliomyelitis investigations, morbidity and mortality tables, maps, charts on polio outbreaks, field reports, age study of polio victims by states, vaccine safety testing and drug distribution documents, correspondence, special reports to Secretary, HEW, and to the Surgeon General, and miscellaneous reports and summaries on epidemic areas of the disease.</p> <p><u>Authorized Disposition:</u></p> <p>Permanent. Transfer to the FRC when no longer needed in current operations. Offer to National Archives when 20 years old.</p> <p>Current accumulation: 50.0 cubic feet Annual accumulation: 1.5 cubic feet Filing arrangement: Alpha by laboratory</p>		
74.	<p><u>Quarantine Project Files</u></p> <p>Includes vessel sanitation and rodent control records, aircraft disinfection reports, mosquito control at seaports and airports, and x-rays.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC upon completion of project and destroy 5 years thereafter.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS — Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10. ACTION TAKEN
75.	<p><u>Quarantine Vaccination Centers</u></p> <p>Background and policy data involving the establishment of yellow fever vaccination centers.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 2 years after center is closed and destroy 10 years thereafter.</p>		
76.	<p><u>Quarantine Validation Files</u></p> <p>Official stamps used to validate international certificates of vaccination.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 1 year after procedure is discontinued.</p> <p>Destroy when 10 years old. <i>Destroy 10 years after procedure is discontinued.</i></p> <p><i>Do not transfer to FRC.</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
77.	<p><u>Radiation Exposure</u></p> <p>Readings of badges of individuals working with radioactive isotopes. Also includes correspondence and safety literature from the Radiation Safety Committee and others.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy 10 years after separation of employee. <i>Do not send to FRC.</i></p>		
78.	<p><u>Research Working Papers</u></p> <p>Background information used in preparation of manuscripts, final reports, and technical papers developed from various source material, including field data sheets, questionnaires from state laboratories and other sources, tabular summaries, charts, graphs, photographs, findings, and conclusions. Also includes laboratory notebooks on procedures, techniques, and formulae for preparation of skin test sensitins for human use.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 2 years after preparation of manuscript or technical paper to which they relate.</p> <p>Destroy 10 years after completion of study project.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
79.	<p><u>Rodent Control Files</u></p> <p>Surveys, reports, field notes, correspondence with State and community officials, statistical summaries, and related material dealing with rodent control.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old.</p>		
80.	<p><u>Serum Bank Files</u></p> <p>Records of human and animal serum specimen history. These files correspond to sera stored for the evaluation of serological tests for the detection of venereal diseases and for reference and research needs of CDC scientists, outside laboratories, and other qualified investigators.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 2 years after serum is removed from inventory.</p>		
81.	<p><u>Serum Bank Inventory Control File</u></p> <p>Inventory cards, ledgers, test results on stored material, receiving and shipping documents, blood donor lists, and encoder files.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when no longer needed in daily operations.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
82.	<p><u>Smallpox Eradication Program and Project Records</u></p> <p>Studies relating to smallpox programs in India, Bangladesh, Ethiopia, Sudan, and other countries; mass immunization projects, nutrition studies and assessments, and protocols. These studies are performed by the Bureau of Smallpox Eradication, which coordinates the surveillance of smallpox and smallpox vaccinations in the United States, as well as provide direction, coordination, and technical assistance in a global program aimed at eradicating smallpox.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 20 years old.</p>		
83.	<p><u>Smallpox Legal Files</u></p> <p>Concerns requirements for mandatory school entrance screening; smallpox policy regarding new vaccination recommendations; and official policy statements and correspondence on nutrition and health. <u>NOTE:</u> Formal policy statements are included in Item 17 of this schedule.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old unless needed for further reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
84.	<p><u>State Grants Project Case Files</u></p> <p>Case files of grant-in-aid state projects, including applications, budget data, expenditure accounting, payment notification, and other materials governing grant-in-aid administration.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 5 years after completion of project and destroy when 10 years old unless needed for further reference.</p>		
85.	<p><u>State Grants Statistical File</u></p> <p>Reports of State activities and operations, including basic questionnaires, worksheets; and tab runs used to make up periodic publications, and tabulations on expenditures, personnel, services, and facilities.</p> <p><u>Authorized Disposition:</u></p> <p>XXXXXX Transfer to FARC 2 years after publication of report; destroy 5 years after publication.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
86.	<p><u>State Grants Subject File</u></p> <p>Correspondence, regulations, copies of policy statements, legislation, and procedures governing grants-in-aid administration.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 10 years old unless needed for further reference.</p>		
87.	<p><u>Tuberculosis Subject Files</u></p> <p>Monthly and annual statistical reports, correspondence, project authorizations, technical and scientific reports from State and local TB programs, and material relating to the general supervision of the program. Includes TB surveillance reports and other documents relating to TB control on the United States/Mexico border, and consultative services to States, territories, possessions, and foreign countries.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 15 years old unless needed for further reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
88.	<p><u>Tuberculosis Research Studies</u></p> <p>Consists of data on efficacy of drugs used in the treatment of tuberculosis and other studies related to TB.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when no longer needed for evaluation and analysis. Destroy when 20 years old unless needed for further study.</p>		
89.	<p><u>Tuberculosis X-Rays</u></p> <p>X-rays accumulated by the Center for Disease Control for the study of tuberculosis.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy when determined by responsible program official that the records have no further research value. Do not transfer to the FRC.</p>		
90.	<p><u>Tumor Patient Specimen Bank</u></p> <p>Record of specimen bank number, diagnosis, date specimen collected, platelet aggregation levels, and communications with hospitals.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 2 years after specimens are discarded or 2 years after publication of data.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
91.	<p><u>Vaccine Studies</u></p> <p>Studies on new vaccines on various populations in the United States, including vaccine research in smallpox, measles, tuberculosis, influenza, and other communicable or preventable diseases.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 20 years old unless needed for further reference.</p>		
92.	<p><u>Vector Biology Control Records</u></p> <p>Research projects involving the evaluation and testing of chemosterilants and rodenticides. Contains correspondence and contracts with the World Health Organization on testing new insecticides.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC 2 years after termination of contract or completion of project and destroy 8 years thereafter.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
93.	<p><u>Vector Biology Research Files</u></p> <p>Field and laboratory studies on natural history of arbovirus transmission cycles and virus-vector transmission studies on catalogued viruses.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old, except retain positive specimens in CDC for virus isolation until no longer needed for reference. Destroy when 20 years old.</p>		
94.	<p><u>Vector Control Consultative Files</u></p> <p>This file contains correspondence and reports relating to consultation services provided to State and local agencies on vector problems associated with water management projects. Research documents are not included.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 12 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
95.	<p><u>Venereal Disease Culture Test Results</u></p> <p>Statistical source documents, relating to extent and trend of female tests for gonorrhea, number of positive by type of health care provider, and high risk areas and groups.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old.</p>		
96.	<p><u>Venereal Disease Epidemiological Control Record (Infectious Syphilis and Gonorrhea)</u></p> <p>Source documents containing patient interviews, results of contact examinations, lesion duration, date of infection, stage of syphilis, and source of disease evaluation.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 10 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
97.	<p><u>Venereal Disease Laboratory Surveillance and Follow-up of Serologic Reactors</u></p> <p>Record of laboratories performing serologic tests for syphilis; number of tests performed annually (and resulting number of reactors); and evaluation, extent, and trend of program progress.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when no longer needed in current operations and destroy 10 years thereafter.</p>		
98.	<p><u>Venereal Disease Morbidity System</u></p> <p>Forms and reports containing data used to measure the national extent and trend of venereal disease; to recognize epidemic situations; determine the demographic characteristics of infected persons; estimate incidence and prevalence; and to evaluate control efforts.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 12 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
99.	<p><u>Venereal Disease Patient Files (Early Syphilis Study)</u></p> <p>Medical examinations, patient histories, laboratory test results, medical disposition of the patient, and surveillance reports.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 20 years old.</p>		
100.	<p><u>Venereal Disease Research Files</u></p> <p>Research findings, reports, correspondence, special studies, pilot projects, surveys, treatment evaluation, investigations, experiments, screening tests, plans, and project precedent materials pertinent to sexually transmitted diseases.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to FRC 5 years after completion of project and destroy when 20 years old unless needed for further reference.</p>		
101.	<p><u>Venereal Disease Research (Tuskegee Syphilis Study Files)</u></p> <p>Medical records, pictures and charts, follow-up surveillance, obligation documents, and x-rays of participants in study.</p> <p><u>Authorized Disposition:</u></p> <p>Permanent. Transfer to the FRC 4 years after file is closed and offer to National Archives 16 years thereafter.</p> <p>Current accumulation: 20.0 cubic feet Annual accumulation: None Filing arrangement: Subject-numeric, then alphabetically by patient.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
102.	<p><u>Venereal Disease Statistical and Evaluation Files</u></p> <p>Tabulations, basic statement tables, McBee cards, and related statistical documents pertaining to culture test results.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 2 years old and destroy when 10 years old.</p>		
103.	<p><u>Vertebrate Ecology Field and Laboratory Files</u></p> <p>Investigations of arboviral disease outbreaks, laboratory studies on vertebrates to determine their role as epizootic hosts, and field research documents.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 5 years old and destroy when 20 years old.</p>		
104.	<p><u>Viral Exanthem Diagnostic Records</u></p> <p>Clinical histories, laboratory reports, and reports pertaining to pox viruses.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to the FRC when 10 years old and destroy when 20 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
105.	<p style="text-align: center;"><u>TRAINING RECORDS</u></p> <p><u>Career Development and Upward Mobility</u></p> <p>Files pertaining to training authorization in Government and non-Government courses; individual development plans; training nominations; and related material.</p> <p><u>NOTE:</u> Copies of pertinent documents are retained in the official personnel folders.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center when 2 years old and destroy when 5 years old.</p>		
106.	<p><u>EIS Alumni Files</u></p> <p>Records on EIS officers who have completed two years of duty. Includes information on training, qualifications, assignments, and correspondence. <u>NOTE:</u> Most of the data in these files also included in the Commissioned Corps personnel folders. Some accretion of correspondence after separation of officer.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center ⁵/₄ years after last contact with officer, and destroy 10 years thereafter <i>after last contact.</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
107.	<p><u>Film Loan Files</u></p> <p>Record of films shipped to individuals, Federal, State, and educational institutions and other organizations. Correspondence requesting film, and copy of transmittal.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 1 year after return of film.</p>		
108.	<p><u>Homestudy Training Files</u></p> <p>Records pertaining to homestudy courses, including statement of waiver of fees or fees paid, billing and related information.</p> <p><u>Authorized Disposition:</u></p> <p>Destroy 1 year after material becomes obsolete.</p>		
109.	<p><u>Individual Course Files</u></p> <p>Information pertaining to courses developed and prepared by or for the Employee Development Branch, Personnel Management Office, including Forms HEW 350, Training Nomination and Authorizations, and course evaluations.</p> <p><u>NOTE:</u> Copies are retained in the official personnel folder.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center when 2 years old and destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
110.	<p><u>Instructional and Problem-Solving Records (Training Program Records)</u></p> <p>Documents created to identify and analyze training problems such as principles and techniques of problem analysis, systems design, and evaluation of training needs.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center when 5 years old and destroy when 10 years old. <i>See GRS 1, #306.</i></p>		
111.	<p><u>Postdoctoral Resident Students File</u></p> <p>Contains correspondence, applications, photographs of trainees, reports, course accreditation information, and background data on the postdoctoral residency program.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center when no longer needed in program planning, and destroy 10 years thereafter. <i>when 10 years old.</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
112.	<p><u>Registrar's Files - Laboratory Training</u></p> <p>Correspondence, student applications, student lists, course information, class rosters, and related material.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>General Course Files.</u> Transfer to Federal Records Center 1 year after completion of course and destroy when 4 years old.</p> <p>b. <u>Student Applications.</u> Retain in agency as long as needed for statistical or other administrative requirement, then destroy.</p> <p>c. <u>Correspondence.</u> Destroy 1 year after course is completed.</p>		
113.	<p><u>Reimbursable Training Files</u></p> <p>These files consist of letters from applicants in requesting training, waiver of fees (with replies), reports, record of fees paid, monthly balance sheet, and general information concerning training.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center when 2 years old and destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
114.	<p><u>Training Instructional Materials</u></p> <p>Original training course materials developed from sources within the agency, as well as those created through contractual arrangements. These materials are used for training professional government and non-government personnel and include instructors kits, slides, overlays, answer sheets and examinations. Excluded are materials developed by other agencies in training CDC professionals.</p> <p><u>Authorized Disposition:</u></p> <p><i>a. CDC program training manuals and directives.</i></p> <p>Permanent. Offer to National Archives when no longer needed in current operations.</p> <p>Current accumulation: 17.0 cubic feet Annual accumulation: 3.0 cubic feet Filing arrangement: Numerical by course number</p>		
115.	<p><i>b. Other materials. Destroy when 10 years old.</i></p> <p><u>Training Reports File</u></p> <p>Consists of reports and plans concerning annual training of employees, upward mobility, executive development, and like material.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center when 2 years old and destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
116.	<p><u>Trainee Records</u></p> <p>Individual trainee records, including applications, qualifications, course title, evaluations, test scores, and related material.</p> <p><u>Authorized Disposition:</u></p> <p>Transfer to Federal Records Center 3 years after last contact with trainee. Destroy when 7 years old,</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
117.	<p><u>Motion Picture Films</u></p> <p>Motion picture films consisting of the original negative or color original plus optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of films acquired from the National Audiovisual Center under a reimbursable arrangement:</p> <p><u>Authorized Disposition:</u></p> <p>a. Information films used to explain the mission and operations of the CDC.</p> <p>PERMANENT. Offer to the National Archives when no longer needed for administrative purposes or after 5 years whichever occurs first.</p> <p>b. Films on organisms and diseases used primarily in the medical field for training and instruction.</p> <p>Destroy when 15 years old unless determined that further agency use is required, in which case review every 5 years for disposal.</p> <p>(Item a. Current accumulation: ;30 films: 130 films. Annual accumulation: 3 films (approx. 0.4 CF) Arrangement: Alphabetical by subject.</p>		
118.	<p><u>Film Project Case Files</u></p> <p>Scripts, camera logs, justifications, reimbursable agreements, notes, and other records relating to the production of films.</p> <p><u>Authorized Disposition:</u></p> <p>PERMANENT. Offer to NARS with the films to which they relate in item 117-a.</p>		

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
119.	<p><u>Still Pictures</u></p> <p>These files consist of the original negative and a captioned print for black and white photography and the original color transparency or color negative, a captioned print, and an internegative (if one is available) for color photography. The collection, which numbers approximately 200 cubic feet, is used both within and outside CDC. Although the majority of photographs depict programmatic responsibility (in virtually every disease area), many others have only limited administrative value. Obsolete pictures are purged periodically, and it is estimated that not more than 5% of the master slides and prints are of enduring value.</p> <p><u>Authorized Disposition:</u></p> <p>a. PERMANENT. Records, as described above, which document unique, substantive program responsibilities of CDC (Estimated to be 5% of total collection). Offer to NARS when 10 years old, in 5-year increments.</p> <p>b. Other records not covered by a. Destroy when 5 years old, or when no longer needed for administrative purposes, whichever occurs first.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u><i>Sara S. Owens</i></u> <u>10/8/76</u> Sara S. Owens, Records Officer, CDC Date</p> <p><u><i>James D. Bloom</i></u> <u>10-11-76</u> James D. Bloom, Executive Officer, CDC Date</p> <p><u><i>Howard Walderman</i></u> <u>11-1-76</u> Howard Walderman, Public Health Division, Office of the General Counsel, DHEW.</p> <p><u>Carl Mann, PHS Paperwork Officer</u></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Sara S. Owens</u> 10/8/76 Sara S. Owens, Records Officer, CDC Date</p>		
	<p><u>James D. Bloom</u> 10-11-76 James D. Bloom, Executive Officer, CDC Date</p>		
	<p><u>Howard Walderman</u> 11-15-76 Howard Walderman, Public Health Division, Office of the General Counsel, DHEW.</p>		
	<p><u>Carl E. Mann</u> 8-4-77 Carl Mann, PHS Paperwork Officer</p>		