INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-090-78-10

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-090-84-03 #1

All 5 items rolled into CODAP system and now under 1 item

Date Reported: 7/27/2023 NC1-090-78-10

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Reid NO 0 25 day 79 Af ISPOSITION AUTHORITY REQUEST FOR RECORDS (See Instructions on reverse) JOB NO 10 TO: GENERAL SERVICES ADMINISTRATION. NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 DATE RECEIVED AUG 2 8 1978 1. FROM (AGENCY OR ESTABLISHMENT) Public Health Service NOTIFICATION TO AGENCY 2. MAJOR SUBDIVISION in accordance with the provisions of 44 U.S.C. 3303a the disposal re Alcohol, Drug Abuse, and Mental Health Administration quest, including amendments, is approved except for items that may 3. MINOR SUBDIVISION be stamped "disposal not approved" or "withdrawn" in column 10 National Institute on Drug Abuse 4. NAME OF PERSON/WITH WHOM TO/CONFER 5. TEL EXT. Gerry Elder 443-4543 6. CERTIFICATE OF AGENCY REPRESENTATIVE 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified. A Request for immediate disposal. 🗓 **B** Request for disposal after a specified period of time or request for permanent retention. D. SIGNATURE OF AGENCY REPRESENTATIVE C. DATE E. TITLE 8/22/78 PHS Records Officer 9. SAMPLE OR 7. ITEM NO. 8. DESCRIPTION OF ITEM 10. ACTION TAKEN (With Inclusive Dates or Retention Periods) JOB NO. CLIENT ORIENTED DATA ACQUISITION PROCESS (CODAP) Completed Forms NC1-90-76-5 Item 65 1 (B-311 Admission Reports Item 67) Completed reports using form ADM 427-1, which are completed for each client upon admission to a clinic for treatment. The form contains information regarding date of admission, admission type, treatment modality, treatment environment, medications prescribed, legal status, demographic characteristics, employment status, educational status,

to agency only 9-18-78m/85 items

contain information concerning date of discharge, reason

Completed reports using form ADM 427-3 which are completed

and pattern of drug abuse. The information is entered

Destroy six months after the machine-readable initial data file containing the detail data

into the machine-readable Admission Files.

has been created.

for each client upon discharge from a clinic.

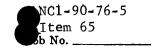
Volume: 90 cu. ft. per year

Discharge Reports

2

115-107



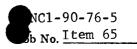


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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	for discharge, modality and environment at the time of discharge, medications prescribed, length of time in treatment, employment and educational status.		
	Volume: 84 cu. ft. per year		
	Disposition: Destroy six months after the machine-readablinitial data file containing the detail data has been created.	e	
3	Client Flow Summary Reports		
	These reports using forms numbered ADM 427-4 provide a client census by modality and environment as of the last day of the report month, a summary of screening and referral activity during the month, the number of individuals currently on the waiting list and the number of admission and discharge reports submitted for the month.		
	Volume: 8 cu. ft. per year		
4	Disposition: Destroy two years after the machine-readable initial data file containing the detail data has been created. Activity Reports	2	
	These reports using forms numbered ADM 427-5 provide data concerning clinic activities during the month and characteristics of clients in treatment at the end of the report month. Submission of these reports was made optional as of November 1, 1975.		
	Volume: .5 cu. ft. per year		
	Disposition: Destroy six months after the machine-readable initial data file containing the detail data has been created.	e	
5	Bureau of Prisons Client Progress Reports		
	Completed reports using form ADM 427-2 for each client in treatment during the reporting quarter. The form contains information regarding client modality, environment, source of referral, and measures of employment and educational progress during the quarter.		
	Volume: 8.1 cu. ft. per year		
	Disposition: Destroy six months after the machine-readable	e	





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of3	pages		

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 TAKE
	initial data file containing the detail data has been created.		
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