# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

**Schedule Number: NC1-235-82-01**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/8/2024

**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These items, unless subsequently superseded, may be used by the agency to disposition records.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 remain 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**SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 100.02 is superseded by DAA-0468-2011-0006-0003

Item 700-01 superseded by DAA-0468-2023-0001-0002 and DAA-0468-2023-0001-0003

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

**LEAVE BLANK**

JOB NO

*NCI-235-82-1*

DATE RECEIVED  *May 10, 1982*

**NOTIFICATION TO AGENCY**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*12-8-82*
Date

*Ralph M W____*
Archivist of the United States

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

**1** FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

**2** MAJOR SUBDIVISION
Office of the Secretary

**3** MINOR SUBDIVISION

**4.** NAME OF PERSON WITH WHOM TO CONFER
Abel Carder

**5** TEL EXT
245-9080

**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 _44_ 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.

| C DATE | D SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
|---|---|---|
| 5/5/82 | Abel Carder | Branch Chief, DMB/OMS/OSHB |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---|---|---|---|
| | <u>Office of the Secretary (OS),</u> <u>Department of Health and Human Services (DHHS)</u> The Secretary of the Department of Health and Human Services advises the President on health, welfare, and income security plans, policies, and programs of the Federal Government. This office also submits to the President and the Congress periodic reports required by law that further explain how tax money was spent, progress was achieved, or social problems have been resolved. This schedule is arranged into nine functional categories which correspond to specific OS, DHHS organizational entities and to the arrangement of the disposition schedule for OS, DHHS textual records (NC1-235-80-1). Some of the permanent files in this schedule contain | | |

*87 items*

*Closed out: 02-14-83 cm*

*Copies to NCW, NNF, NNB + Agency*

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| | sensitive and personal information on individual persons. These records will be transfered to the National Archives when 30 years old in accordance with 44 U.S. Code 2103(2), except for those records that DHHS and the National Archives mutually agree will be transfered earlier.

The disposition instructions for the files are also the disposition instructions for all file documentation. The documentation for files designated as PERMANENT should include each of the following: record layout, coding sheets/code book, a copy of the blank input form or questionnaire, a technical description of the file (eg. Form 7091 or the informational equivalent), file user manuals, a statement of the editing procedures, and any information that would be useful or necessary for a user to have in order to use the file (eg. back-up data on the survey procedures, problems with the data, reports resulting from the file, etc.).

The files listed below are final edited microdata/detail files unless otherwise noted. | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 100 | EXECUTIVE SECRETARIAT | | |
| 100-01 | **Secretary's Official File Index** | | |

100-01 <u>Secretary's Official File Index</u>

This system provides an index and search capability to official secretarial correspondence and action documents stored in the hardcopy filing system.  It is an index to files that cover individuals who have contacted the Secretary or the Under-Secretary and individuals who have been contacted by them.   Inputs are document identifying data.  Documents are indexed by name, subject, organization, and keywords.

Dates Operational:  5-1-80  to present.

<u>Disposition:</u>   Destroy after 5 years or when administrative use ceases.

100-02 <u>Secretariat Support System (Secretariat Correspondence Control System)</u>

This system provides the Secretary, the Assistant Secretary and the Principal Operating Components the capability to control, track and update documents as they are being processed within the Department. Inputs are basic identifying information for each document.  It includes a subject narrative, organization drafting the response, and type of response required from the Department.   This system has been operational since 1974.

<u>Disposition:</u>  Destroy when no longer needed for agency administrative purposes.

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---|---|---|---|
| 100-03 | Advisory Committee Candidate Resume Files<br><br>This system provides the Secretary with the capability to search a file of candidate resumes for positions on HHS advisory committees. Information is maintained on individuals recommended for membership on advisory committees. Inputs are name, title, sex, physical disability indicator, place and date of birth, home address, business address, ethnic background, etc. This system has been operational since May 1980.<br><br>Disposition: Destroy when no longer needed for agency administrative purposes. | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200 | Assistant Secretary for Management and Budget | | |
| 200-01 | **Central Registry System (CRS)** | | |
| | This registry is maintained to provide a standard code to uniquely identify entities, including individuals, to all principal operating components, agencies, regional offices and staff offices of HHS. The system maintains the name, address, geographic locations, entity type and certain other characteristics of organizations and individuals who are recipients of HHS grants and contracts. The system uses the IRS employer identification number (EIN) for organizations, and the Social Security Number (SSN) for individuals. Coverage began in 1974. | | |
| | Disposition: ~~Destroy elements as they become inactive.~~ Hold 6 yrs, 3 mos., then destroy. CBJ 10-4-82 | | |
| 200-02 | **Financial Assistance Reporting System (FARS)** | | |
| | This system was established to gather financial data on the Department's programs to report recipient obligations by geographical area. Data are gathered quarterly for a semi-annual and annual report. The data base is used to meet OMB reporting requirements for both FIXS and FAADS. Information in the system covers name and address of recipient, amount of dollars and purpose for receipt. This system has been operational since January 1, 1968. | | |
| | Disposition: ~~Destroy after all reporting requirements are met, and when no longer needed for agency administrative purposes.~~ Hold for 6 years, 3 months, then destroy. CBJ 10-4-82 | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
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| 200-03 | Safety Management Information System (SMIS) | | |

200-03  **Safety Management Information System (SMIS)**

This is an accident, injury and illness reporting
system designed to comply with the requirements of
section 19 of the Occupational Safety and Health Act
of 1970. It is a Department-wide system, including
both civilian and commissioned corps personnel who are
involved in an accident which arises out and in the
course of their employment whether occuring on HHS
premises or not. The information covers type of
injury, severity of the injury, days lost from work,
illness or disease, causal factors, exposure to toxic
and carcinogenic agents, name, SSN, age, sex, grade
and series. This system has been in operation since
February 1, 1975.

Disposition: ~~Destroy when superseded or when agency administrative requirements cease.~~
*Hold for 6 yrs, 3 mos., then destroy*
*CBJ 10-4-82*

200-04  **Telephone Directory**

This system maintains current employee locator and
directory listings. It covers current employees of
HHS and vendor or other federal employees located in
HHS operating offices and facility complexes.
Information includes name, title, agency office address,
telephone number, standard administrative code and
social security number. System became operational on
October 31, 1980.

Disposition: Delete elements as they become inactive.

200-05  **Accounting Records of Payments to Individuals from Agency and Regional Financial Management and Disbursing Offices**

These records are used to keep track of all payments
to individuals, exclusive of salaries and wages. It
covers all persons authorized to travel on official
HHS business; persons awarded an HHS grant, contract
or loan; persons authorized emergency salary advances,
and consultants furnishing services to HHS. The
information includes name, identification number,
address, purpose of payment, accounting classification
and amount paid. Coverage began in 1974.

Disposition: ~~Destroy when agency use ceases.~~ *Hold for 6 yrs, 3 mos., then destroy.*
*CBJ 10-4-82*

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200-06 | <u>Office of Budget ADP System</u><br><br>Budget information used to compile all-purpose tables and ZBB packages for use by the Office of the Secretary, the Office of Management and Budget, and the Congress. Coverage includes all HHS principal operating components. The information contains data on figures for budgetary authority, projected and actual outlays, obligations, positions, personnel ceilings, and on-board employment. This system became operational in 1974.<br><br><u>Disposition:</u> ~~Destroy after administrative requirements are met.~~ Hold For 3 yrs., then destroy. CAg 10-4-82 | | |
| 200-07 | <u>EES A-11 Budget System</u><br><br>This system edits and updates budget data collected from the principal operating components (POC) in HHS. The data is used to generate formatted reports as required by OMB Circular A-11. Data is obtained from all HHS POCs. Information includes budgetary data on personnel and commercial services. Coverage began June 1, 1980.<br><br><u>Disposition:</u> ~~Destroy after all OMB requirements and agency needs are met.~~ Hold For 3 yrs., then destroy. Chg 10-4-82 | | |
| 200-08 | <u>Reserved.</u> | | |

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200-09 | **Departmental Contracts Information System (DCIS)**<br><br>DCIS monitors procurement and contract award data for the Department. It also aids Departmental responsiveness to inquires on contract competitiveness, setasides, consultant services, dollar amounts obligated, and procurement scheduling. Data are submitted by each contract/procurement office in HHS, and covers contracts let for goods and services. The information in the system is a profile of the contract, identifying sub-contractors, any modifications, and the contractee. Coverage began September 30, 1979.<br><br>Disposition: ~~Destroy when agency use ceases~~ Hold for 3 yrs. then destroy. CH 10-4-82 | | |
| 200-10 | **D/HHS ADP Application Systems Inventory**<br><br>This system is designed to provide assistance in managing, developing and coordinating ADP information systems. Data is collected from OpDiv and sub-OpDiv organizations with ADP information systems. The information includes a four-year resource summary, budget, application and administrative codes, and privacy information. Coverage began March 1, 1981.<br><br>Disposition: Destroy elements that have been updated. Destroy elements that are no longer operational and have been properly scheduled for archival retention or destruction. | | |

| 7.<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|---|---|---|---|
| 200-11 | **Geographic Location File (FEAMS)**<br><br>This system contains a complete list of HHS installations by geographical location. It covers all GSA-assigned, HHS leased, use permit, and nominal rent types of acquisition. The information in this system includes the name of the installation, region, state, city, county, address, HHS function and number of personnel. Coverage began 1-01-75.<br><br>Disposition: Destroy when superseded and/or when agency uses cease. | | |
| 200-12 | **HHS-Owned Detail File (FEAMS)**<br><br>To provide a property description by land, building structure, utility, and building categories in which HHS houses its programs. The system contains two files, divided by region and by principal operating component (POC). Information in the system consists of data on real property, building structure, associated mechanical equipment, and current book value. This system has been operational since January 1, 1975.<br><br>Disposition: ~~Destroy when superseded and/or when agency uses cease.~~ Hold For 3 yrs., then destroy. CAM 10-4-82 | | |
| 200-13 | **GSA-Projected Inventory (FEAMS)**<br><br>This system provides the capability to compute the HHS budget requirements for GSA assigned space and reimbursable services. It contains Department-wide projections for the 50 States and associated U.S. territories. The information contains a current inventory, projections of space requirements and their cost. This system has been operational since January 1, 1975.<br><br>Disposition: ~~Destroy when superseded and/or when agency uses cease.~~ Hold For 3 yrs., then destroy. CAM 10-4-82 | | |

115-203
Four copies including original to be submitted to the National Archives

STANDARD FORM 115-A
Revised
Prescribed by General Services
Administration
FPMR 41 CFR

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200-14 | **GSA-Assigned Inventory (FEAMS)** | | |
| | The GSA-Assigned Inventory is an information system designed to help management make space and financial decisions. It has a record for each space assignment by type of space and bureau within all HHS installations. Data is input for each individual assignment by type of space, square footage, unit cost, number of personnel assigned, and mission of the agency. The system has been operational since January 1, 1975. The system will be dropped when FMS (200-23) development includes this function. | | |
| | Disposition: ~~Destroy when superseded and/or when agency use ceases~~ *Hold for 3 yrs., then destroy.* CAA 10-4-82 | | |
| 200-15 | **Facilities Management Information System (FMIS)** | | |
| | FMIS is designed to be responsive to regional and central office data needs in the administration of Federally assisted health and education construction projects. Active Federally assisted health and education construction projects are covered. It enables HHS to provide technical assistance for cost avoidance, and determine proper balance between staffing and workload. Input data contains the current status and dollars of each project, total dollar value of all design and construction programs, applications received, applications approved, action date, plans reviewed, bid date, contract award, codes for State, county, city, SMSA, Congressional district and final report. This system became operational in 1971 and was discontinued in October 1981. It will be replaced by a new system (FMS) which is in development. See Facilities Management System (200-23). | | |
| | Disposition: ~~Destroy when superseded and/or when agency use ceases~~ *Hold for 6 yrs., 3 mos., then destroy.* CAA 10-4-82 | | |

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|---|---|---|---|
| 200-16 | <u>Reserved.</u> | | |
| 200-17 | <u>HHS Audit Agency-Time Reporting and Audit Control System</u><br><br>This system provides headquarters and regional management with detailed and summarized information regarding audit assignments.  It contains data for the 10 regional office and headquarters.  It contains information on the annual work plan, the number of audits and hours to be worked during each month; basic employee information such as name, grade, SSN and region of duty station; and auditee information such as name, agency code, appropriation and program number.  This system has been operational since 1974.<br><br><u>Disposition:</u>  Destroy when one year old. | | |

| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200-18 | **HHS Audit Agency-Audit Information System (AIS).** This system provides information on current workload, audit reports issued, and audit findings.  It provides a centralized control over the number and type of reports issued by all offices within the audit agency. Data is input from the 10 regional offices, headquarters and the principal operating components (POCS) of HHS.   Information in this system includes State and region code, audit control number, name of grantee or contractor audited, time, cost, date, findings and action taken.  This system has been operational since 1968. Disposition: ~~Destroy when one year old.~~ Hold For 3yrs., then destroy.  CB 10-4-82 | | |
| 200-19 | **Departmental Federal Assistance Financing System (DFAFS)** This system provides the DHHS agencies and recipient organizations of grants/contracts/loans with a central location for the payment of funds and recording of recipient cash disbursement data  on  assistance-like programs. It covers recipients of DHHS grants, loans and contracts. This system records at the payee (recipient) level and at the document level the total obligational authority, the total amount of advances or payments, and the total cumulative cash disbursements to the recipient. Geocoding of the payee consist of state, congressional district and city.  This system has been operational since July 1974. Disposition: ~~Destroy when obsolete.~~ Hold For 6yrs., 3 mos., then destroy.  CB 10-4-82 | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200-20 | **Office of the Secretary, Direct Access Accounting System** | | |
| | This system provides automated accounting data to internal management and meets Treasury and Office of Management and Budget reporting requirements. The system services the Office of the Secretary (OS) and the Office of Human Development (OHD) and accounts for funds transferred to HHS by other Departments. The system contains information on warrents, allotments, allowances, operating plans, obligations, advances, accruals, and expenditures. Geocodes represent state, county, city, congressional district and SMSA. This system has been operational since July 1974. | | |
| | <u>Disposition:</u> Destroy 10 years after the close of the fiscal year involved. | | |
| 200-21 | **Regional Accounting System (RAS)** | | |
| | This system consolidates accounting operation support provided to Regional offices. It acts as the central automated processing system for Regional accounting data. This system contains information on warrents, allotments, travel advances, payroll advances, accruals, obligations, operating plans, and expenditures. This system has been operational since July 1974. | | |
| | <u>Disposition:</u> ~~Destroy when agency use ceases~~ *Hold for 6 yrs., 3 mos., then destroy* CBf 10-4-82 | | |
| 200-22 | **Federal Property Assistance Compliance System** | | |
| | This system provides basic inventory and record of compliance activities for all real property in the HHS Federal property assistance program. It contains information on personnel, equipment and space rental, commercial services, inter-agency services, and intra-agency services. This system has been operational since October 1980, but is to be absorbed into the Facilities Management System (200-23) in FY82. | | |
| | <u>Disposition:</u> ~~Destroy when superseded~~ *Hold for 3 yrs, then destroy.* CBf 10-4-82 | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200-23 | **Facilities Management System**<br><br>The Facilities Management System (FMS) is designed to absorb and replace all existing Office of Facilities Engineering/Regional Office of Facilities Engineering systems and to provide full nationwide ADP/WP and electronic mail message capability. The system will include all necessary inventories, project records, and facilities planning and budget data, and will contain information on such things as personnel, equipment, space, commercial services and intra-agency services. This system begins operation in 1982.<br><br>Disposition: ~~Destroy when agency use ceases~~ *Hold For three (3) years, then destroy.* CBf 10-4-82 | | |
| 200-24 | **HHS Space Aquisition System**<br><br>This system provides basis inventory of space aquisition actions in-work for HHS nationally. It is to be absorbed into the Facilities Management System in 1982. This system became operational in February 1981.<br><br>Disposition: ~~Destroy when superseded~~ *Hold For 3 yrs., then destroy.* CBf 10-4-82 | | |
| 200-25 | **Budget Information System**<br><br>The HHS Budget Information System facilitates the identification, computation, analysis, control, and presentation of budget data. This data includes budget authority, outlays, obligations, and positions for each principal operating component of HHS. The system also monitors and forecasts outlays and employment levels. It contains information on capital investments, personnel, equipment, space, commercial services and intra-agency services. This system became operational in May 1978.<br><br>Disposition: ~~Destroy after all reporting requirements are met, and when agency use ceases.~~ *Hold For 3 yrs., then destroy.* CBf 10-4-82 | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 200-26 | **Public Use Support System** | | |

200-26 **Public Use Support System**

The Public Use Support System provides a centralized index and directory of all the Department's public use reports. It contains hour estimates, dollar estimates and an abstract for all data collections obtained from the public and the States. Operational date: July 1982.

Disposition: ~~Destroy when 2 years old~~ Hold for 3 yrs., then destroy. CBd 10-4-82

200-27 **State Profile System**

The State Profile System is an information system designed to support HHS programs and provide technical assistance to states to improve their systems. It contains data processing information for equipment and systems for use in the function of approving state request for financial participation. This system has been operational since July 1981.

Disposition: ~~Destroy when 2 years old~~ Hold for 3 yrs., then destroy. CBd 10-4-82

200-28 **Outlay Analysis Tracking System**

This system is designed to aid in the preparation of the Department of Health and Human Service's budget. It enables the Department to make budget projections and keep track of outlays during the budget execution period. This system contains outlay projections and actual outlay information for each appropriation account in the Department of Health and Human Services. This system has been operational since October 1979.

Disposition: ~~Destroy when 2 years old~~ Hold for 3 yrs., then destroy. CBd 10-4-82

| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| --- | --- | --- | --- |
| 200-29 | <u>Standard Accounting System (SAS)</u><br><br>SAS will be an on-line system for all HHS component and Regional offices that supports on-line data entry of financial transactions, and can be queried by users for day-to-day needs and special reporting requirements. Principal Operating Component and Regional systems are linked with Department Central Registry Systems and the Departmental Federal Assistance Financing System. Grants and contracts systems may interface with SAS for single input. The design began in October 1979.<br><br><u>Disposition:</u> ~~Destroy when obsolete~~ Hold for 6 yrs., 3 mos., then destroy. CAF 10-4-82 | | |
| 200-30 | <u>DHHS Mailing Distribution System</u><br><br>This is a computerized mailing distribution system that enables the DHHS OS-Printing and Visual Systems Branch to distribute printed materials to recurrent audiences as a customer service. This system has been operational since February 1981.<br><br><u>Disposition:</u> Destroy when no longer needed for agency purposes. | | |
| 200-31 | <u>OS Property Accounting System</u><br><br>The Property Accounting System is used to maintain a current inventory of capitalized property in the Office of the Secretary (OS). It is also used to reconcile value with accounting records. It is an inventory of such items as desk, office equipment, office machines and all such items that have a value of $300 or more. This system has been operational since July 1981.<br><br><u>Disposition:</u> ~~Destroy after third update cycle~~ Hold for 3 yrs., then destroy. CAF 10-4-82 | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---|---|---|---|
| 200-32 | **Vacancy Announcement Tracking System**<br><br>This is a terminal tracking system used by the Division of OS Personnel.. It provides for the immediate entry of all vacancy announcements. Current information on any vacancy announcement can be obtained immediately. Historical data is constantly available and the workload can be constantly monitored. This system has been operational since September 1978.<br><br>Disposition: ~~Destroy when no longer needed for administrative purposes.~~ Hold for 2 yrs, then destroy. CMF 10-5-82 | | |
| 200-33 | **SF-52s Tracking System**<br><br>The Division of OS Personnel uses this system to keep track of SF-52s in the Office of the Secretary. It enables OS to maintain personnel historical data and to monitor its workload. The system is updated each time work is completed on a SF-52. The system has been operational since September 1978.<br><br>Disposition: ~~Destroy when no longer needed for administrative purposes.~~ Hold for 2 yrs, then destroy. CMF 10-5-82 | | |
| 200-34 | **Summer Tracking And Cert**<br><br>The Division of OS Personnel uses this system to keep track of vacancy announcements for summer jobs. The system is updated each time a vacancy announcement is created. It enables the Division to maintain a historical data base on summer announcements and to monitor the OS workload. This system became operational in September 1978.<br><br>Disposition: ~~Destroy when no longer needed for administrative purposes.~~ Hold for 2 yrs, then destroy. CMF 10-5-82 | | |

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| 200-35 | **WFD Parking Inventory** <br><br> The Washington Facilities Division uses this system to list Southwest Washington parking permit holders by permit number, name, work phone, Division, grade, residence zip code and tag number. This system has been operational since June 1979. <br><br> <u>Disposition:</u> Destroy when no longer needed for administrative purposes. | | |
| 200-36 | **WFD Space Tracking System** <br><br> The Washington Facilities Division uses this system to maintain a Baltimore and Washington space inventory by division. Information is maintained on space and rental space. This system will become operational during FY82. <br><br> <u>Disposition:</u> Destroy when no longer needed for administrative purposes. | | |
| 200-37 | **WFD Job Order Tracking System** <br><br> The Washington Facilities Division uses this system to list Department job orders, highlight and track all job orders, and provide selected abbreviated reports for statistical analysis. This system has been operational since September 1980. <br><br> <u>Disposition:</u> ~~Destroy when no longer needed for agency administrative purposes.~~ *Hold for 3 yrs., then destroy.* CM 10-4-82 | | |
| 200-38 | **COG Computer Carpool Matching System** <br><br> Allows access to Council Of Government ridesharing matching system. HHS employees are given real-time access to 50,000 potential ridesharing persons. It places the employee directly into the data base for matching and provides vanpool schedules and routes. This system also hooks up with Baltimore and Virginia systems for crossover requests. This system will become operational during FY82. <br><br> <u>Disposition:</u> Destroy when no longer needed for agency administrative purposes. | | |

| 7.<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
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| 200-39 | <u>ODP Billing and Reporting System</u><br><br>This system bills users of the Office of Data Processing for their use of equipment, supplies, personnel, and contract services, and provides managers with management and accounting reports. The system has been operational since January 1979.<br><br><u>Disposition:</u> ~~Destroy when no longer needed for agency administrative purposes.~~ Hold 3 yrs, then destroy<br><br>cff<br>10-5-82 | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10 ACTION TAKEN |
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| 300 | <u>Records of the Office of the Assistant Secretary for Planning and Evaluation</u> | | |
| 300-01 | <u>Michigan Longitudinal Study (also called the Panel Study of Income Dynamics)</u> | | |

This system provides for a longitudinal study of income dynamics. Important objectives are to determine the causes of continuing dependence on financial assistance and to identify factors that permit families and individuals to move out of poverty. It is a nationally representative survey following the same families and individuals through the years. It covers approximately 6300 households and all household members. Information concerns changes in economic status through time, residential mobility, family breakups, labor supply, and the effect of government poverty programs. Coverage began in 1968.

<u>Disposition:</u>

        a) Files containing study data with personal identifiers removed:

        Permanent. Transfer files for 1981 and years thereafter to NARS annually.

        b) Files containing identifiers used for tracking and validating fieldwork:

        Permanent. Transfer to NARS after all fieldwork ceases.

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 300-02 | <u>Pennhurst Longitudinal Study (also called the</u> <u>Longitudinal Study of Court Ordered Deinstitution-</u> <u>alization of Pennhurst)</u>. <br><br> This study provides a longitudinal study of the court ordered community placement of the severely retarded residents of Pennhurst Institution in Pennsylvania. The survey covers 450 community residents of the Southeastern region of Pennsylvania, 750 family members of the retarded residents of Pennhurst State Center and 60 retarded residents of Pennhurst State Center. There are two seperate sets of files. The first contains names, addresses and telephone numbers; the second file contains demographic characteristics, community reactions, parent's attitudes and the general impact of the court order. Coverage began in September 1978. <br><br> <u>Disposition</u>.: <br><br>     a) Files containing survey data with identifiers removed: <br><br>     Permanent. Transfer to NARS when 5 years old. <br><br>     b) Files containing identifiers used for tracking and validating fieldwork: <br><br>     Permanent. Transfer to NARS after all fieldwork ceases. | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 300-03 | **Health Insurance Study**<br><br>This system provides data for statistical analyses of health care financing issues, individual and family responses to alternate health insurance proposals and health status. The objective is to estimate how alternative cost-sharing arrangements affect the utilization, status and quality of health care. A total sample of 7704 persons in 2756 families are enrolled in one of several health insurance plans with varied cost-sharing provisions at six sites: Dayton, Ohio; Seattle, Washington; Fitchburg, and Franklin.County, Massachusetts; and Charleston and Georgetown County, South Carolina. Information includes demographic characteristics, physical examination records, attitudes toward medical care, family composition, expenditure on medical care, income, job history and education. Coverage began in 1973.<br><br>Disposition: Permanent. Transfer to NARS when processing is completed at the end of 3 year and 5 year enrollment periods. | | |
| 300-04 | **Gary Income Maintenance Experiment**<br><br>To provide data for statistical analysis of individual and family responses to income maintenance, and other poverty related research. Approximately 1,800 low-income families participated in this experiment. Information includes demographic characteristics, education, family composition, assets and debts, expenditure patterns, leisure time activities, job history, residential mobility, fertility, health, time horizons and planning and attitudes toward work. Coverage began in 1970.<br><br>Disposition: Permanent. Transfer to NARS immediately. | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10 ACTION TAKEN |
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| 300-05 | **Massachusetts Sample Survey of Developmentally Disabled Persons.** <br><br> To provide data for the analysis of cost associated with providing mental health care and other services. The sample consist of 48 community-based developmentally disabled persons in the state of Massachusetts, including children with learning disabilities. The information contains name, address, telephone number, family income, and information on the cost of providing educational and maintenance service. <br><br> Dates of coverage: January 1, 1975 to March 1, 1975. <br><br> <u>Disposition:</u>   If this system becomes operational again, offer it to the National Archives. <br><br> If this system does not become operational again, it may be destroyed when agency use ceases. | | |
| 300-06 | <u>Income Survey Development Program (ISDP).</u> <br><br> ISDP is a pilot study designed to examine and resolve the content, operational and technical problems involved in a follow up study called Survey of Income and Program Participation. The data base is intended to provide a basis for evaluating the efficiency and impact of existing and proposed social policies and federal programs. The system contains information on income, federal program participation, job history, marriage, family composition, income sources and respondent's expectations for the future. The sample is representative of the United States population. <br><br> Dates: 1977- June 1980. <br><br> <u>Disposition:</u>   Disposable. Destroy when follow-up study becomes operational or when no longer needed. | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
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300-07      <u>Survey of Income and Program Participation (SIPP).</u>

SIPP is a national longitudinal (intra-year) study of income sources and participation in governmental programs. The unit of observation is the household. Each individual in the original household will be surveyed periodically over an extended period of time. Directed toward the measurement of participants in such programs as Medicare, Medicaid, Food Stamps, Public Housing and Welfare, the data includes information on family income, assets, liabilities, expenditures, family composition, attitudes toward public assistance and participation in federal programs.

Dates: Coverage begins in 1981.

<u>Disposition:</u>

       a.) Files with personal identifiers: Permanent. Transfer to NARS when no longer needed to validate fieldwork.

       b.) Files with personal identifiers removed: Permanent. Transfer to NARS annually.

*WITHDRAWN*

300-08      <u>Survey of Institutionalized Persons: Psychiatric.</u>

To examine psychiatric care and to evaluate the government programs and policies which affect the facilities providing this care. State and county hospitals, private hospitals, residential treatment centers and VA hospitals are to be surveyed. A sample of 270 institutions from each of the four areas will be selected. Information will include name, age, home address, marital status, occupation, date of admittance, type of illness, cost of care, recreation, number of beds, staff size and number of residents. The beginning date for this study is 1981.

<u>Disposition:</u>    Permanent. Cutoff and offer to NARS annually.

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 300-09 | **1976 Survey of Institutionalized Persons: A Study of Persons Receiving Long-Term Care.**<br><br>This survey was designed to provide a three-dimensional statistical profile of long-term institutionalization— the institution, the resident and the resident's family; update the 1967 Survey of Institutionalized Adults conducted for the Social Security Administration; and provide baseline data for policy and program planning. The sample for this survey was selected from a portion of the 1973 Master Facility Inventory (MFI), which is a complete list of medical, custodial and residential facilities in the United States. The data contains information on admission and placement procedures, institutional environment, Resident's rights and legal status; type, level and effect of care, cost and the source of payment for the care and the effect of government programs and policies.<br><br>Dates: 1976.<br><br>Disposition: Permanent.<br><br>a.) Master Files with personal identifiers: Transfer to NARS 30 years after study completion date.<br><br>b.) Public Use Files with personal identifiers removed: Offer to NARS immediately. | | |
| 300-10 | **Scientific Computation – Technical Support Policy Research.**<br><br>To provide scientific computation to support other policy research activity in the Office of the Assistant Secretary for Planning and Evaluation (ASPE). Speciality written ad hoc programs and established software packages are used to tabulate, describe and statistically analyze various survey data.<br><br>Date Operational: 1-01-76<br><br>Disposition: Destroy when no longer needed for agency use. | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
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| 300-11 | **Data Needs and Statistical Priorities**<br><br>This system is designed to establish a set of variables that will enable data matching and merging using a large number of surveys which collect information on differing characteristics of subpopulations. Survey data is obtained primarily from the Bureau of the Census.<br><br>Dates: Study start date is October 1976<br><br>Disposition: Destroy when program is discontinued. | | |
| 300-12 | **Micro Analytic Simulation Modelling Maintenance**<br><br>This system is used to maintain three data bases (Current Population Survey, Survey of Economic Opportunity and Census Public Use Sample) for determining effects on various Departmental transfer programs. The data bases belong to the Bureau of the Census.<br><br>Date Operational: 1/01/75<br><br>Disposition: Destroy when program is discontinued. | | |
| 300-13 | **Micro Simulation Development**<br><br>This system is used to improve micro simulation techniques used on various HHS data bases; this includes model efficiency, user improvements and system compatibility.<br><br>Date Operational: 1/01/75<br><br>Disposition: Destroy when programs are discontinued. | | |
| 300-14 | **Interactive Economic Analysis and Program Evaluation**<br><br>To provide specialized forecasting models based on a comprehensive economic data base which is used to monitor the impact of changes in the U.S. economy on federal fiscal policy and on HHS programs. Data is obtained from Data Resources, Inc. (DRI). | | |

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
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| 300-14<br>cont. | This system became operational-- 1/01/77.<br><br>Disposition: Destroy when agency use ceases. | | |
| 300-15 | State and Local Economic Forecasting<br><br>Provides economic forecasting for various programs in HHS requiring analysis of state and local government revenues and expenditures. Using data obtained from Data Resources, Inc. (DRI), this system contains information on state and local government fiscal activities. This system has been operational since January 1, 1977.<br><br>Disposition: Destroy when no longer needed for agency use. | | |
| 300-16 | Health Benefit Evaluation<br><br>For various national health insurance plans, this system determines dollar benefits allowed to various units, eg. family and household. It is designed to show the frequency, gross amount and mean amount for units by income, size, age, etc. Computes aggregate cost for various plans. This system uses data obtained from the Survey of Income and Education (SIE). It became operational in 1976.<br><br>Disposition: Destroy when no longer needed for agency use. | | |
| 300-17 | Health Insurance Financial Evaluation<br><br>This system determines distribution of insurance cost over various unit groupings, for example, tax filing unit, primary family unit and household unit. It is designed to show the frequency, gross cost and mean cost for units by income and size. The data in this system were obtained from the Survey of Income and Education (SIE), a survey covering the fifty States and the District of Columbia. The | | |

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|---|---|---|---|
| 300-17<br>cont. | Health Insurance Financial Evaluation study became<br>operational— 10/01/76.<br><br>Disposition: Destroy when no longer needed for agency<br>use. | | |
| 300-18 | Short Term Scientific Applications and Modelling Support<br><br>This is a project designed to analyze various Public<br>Health Service (PHS) recipient groups relative to<br>specific Departmental programs according to economic<br>and demographic characteristics. The data used by<br>this study were obtained from the Survey of Income<br>and Education (SIE). This study was done in<br>October 1979.<br><br>Disposition: Destroy when program is discontinued. | | |
| 300-19 | Scientific Computation-Income Security Policy Research,<br>Experiments<br><br>This system provides scientific computation to support<br>income security policy research experiments. Specifically<br>written ad hoc and established software packages are<br>used to tabulate, describe, and statistically analyze<br>various types of survey data. This system has been<br>operational since January 1976.<br><br>Disposition: Destroy when program is discontinued. | | |
| 300-20 | Scientific Computation-Income Security Policy Research,<br>Demonstration<br><br>This study is designed to provide scientific computation<br>to support income security policy research demonstrations<br>and related analyses. This system does not contain a<br>data base. It has been operational since January 1976.<br><br>Disposition: Destroy when program is discontinued. | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
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| 300-21 | Scientific Computation-Income Security Policy Research, Analyses<br><br>This is a program designed to provide scientific computation to support analytical studies and activities of income security policy research. Technical analyses are provided for several data bases within the Department of Health and Human Services. This program has been operational since January 1976.<br><br>Disposition: Destroy when program is discontinued. | | |
| 300-22 | Scientific Computation-Income Security Policy Research, Basic Research<br><br>This program is designed to provide scientific computation to support income security policy research. The HHS Office of Evaluation and Technical Analysis provides the Office Of Income Security Policy, HHS, with technical analysis for their income security data bases. This program has been operational since January 1976.<br><br>Disposition: Destroy when program is discontinued. | | |
| 300-23 | Micro Analysis Of Transfers To Households<br><br>This is a project designed to examine alternative modelling assumptions on existing HHS Transfer programs. It provides technical analysis for such programs as Aid to Families with Dependent Children (AFDC). This program has been operational since October 1976.<br><br>Disposition: Destroy when program is discontinued. | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
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| 300-24 | Scientific Computation-Technical Support Evaluation | | |
| | This is a program designed to provide scientific computation to support other evaluations in the Office of the Assistant Secretary for Planning and Evaluation, ASPE. It may also be used to provide brief extracts and analyses for quick replies to Congressional reference request. This program has been operational since January 1976. | | |
| | Disposition: Destroy when program is discontinued. | | |
| 300-25 | Scientific Computation-Social Services and Human Development, Evaluation | | |
| | This program provides scientific computation to support evaluation of social service and human development projects and programs. Computation is based on brief extracts from, and applications to, various data bases but do not create a data base under this title. This program has been operational since January 1976. | | |
| | Disposition: Destroy when program is discontinued. | | |
| 300-26 | Quantitative Analysis and Technical Applications Support | | |
| | This is a project designed to adapt models supporting various Department programs to run on mini computers. This program was started in October 1979. | | |
| | Disposition: Destroy when obsolete. | | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 400 | **Records of the Office of the Assistant Secretary for Personnel Administration** | | |
| 400-01 | **Federal Advisory Committee Membership Files** | | |

400

**Records of the Office of the Assistant Secretary for Personnel Administration**

400-01

**Federal Advisory Committee Membership Files**

Records in this system are used in the administration and management of advisory committees in the Department of Health and Human Services, including the preparation of reports; quarterly alphabetical listing of past, present,and recommended advisory committee members; and list of vacancies, acceptances and separations. Names of past and present members of HHS advisory committees are maintained for each component in HHS. Information on advisory committee members consist of name, title, sex, place and date of birth, home address, business address, ethnic backgroung, education and references.

Dates: This system has been operational since 1973.

Disposition: Destroy data elements when no longer needed to update official personnel folder or when agency use ceases.

400-02

**Special Employment Program Records**

These records are used by personnel offices and operating officials to select individuals for, and monitor their progress in, special employment programs; employee development and career planning. It includes all HHS employees in special employment programs. Information in the system relates to employees in programs such as Upward Mobility College, Start, Stride, Access, Worker Trainee Opportunity, Junior Fellows, Management Intern, Personnel Intern and the HHS Fellows Program. The information contains name, age SSN, program, agency, grade, education, sex, handicap code, application for employment, evaluation, position description, veterans preference, counseling and letters of reference.

Dates: This system has been operational since 1974.

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 400-02 cont. | <u>Disposition:</u>  Destroy data elements 2 years after an individuals participation in a program ends. | | |
| 400-03 | <u>Personnel Records In Operating Offices</u>  These records are used by operating office officials in carrying out their personnel management responsibilities, which include appointments, promotions, reassignments, grade increases, training or adverse actions.  The recirds are maintained for current employees of HHS.  These records contain information relating to name, age, home address, telephone number, veterans preference, employment history, qualifications, recommendations, SSN, tenure, handicapped code, or work connected injuries.  This system has been operaticnal since 1974.  <u>Disposition:</u>  Destroy upon separation or transfer of employee, or when agency use ceases. | | |
| 400-04 | <u>Pay, Leave, And Attendance Records</u>  This system is designed to insure that each employee receives the proper pay and allowances; that proper reductions and authorized allotments are made from employees' pay; and that employees are charged with the proper amount of sick and annual leave. Categories of individuals covered by the system include all paid employees of the Department of Health and Human Services including PHS Commissioned Corps Personnel. These records contain information relating to name, date of birth, SSN, home address, grade or rank, employing organization, timekeeper number, salary, leave and withholdings.   This system has been operational since 1965.  <u>Disposition:</u>  Destroy time and attendance records when 5 years old.  Automated payroll records not forwarded to the new employing agency may be destroyed when the employee leaves the Department of Health and Human Services. | | |

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
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| 400-05 | <u>Federal Employee Occupational Health Program Records</u><br><br>This system consist of a variety of records relating to an employee's participation in the Federal Occupational Health Program at units other than those operated by the Division of Federal Employee Health, Public Health Service. These records are used to document visits by employees to health units. They serve as a record of injuries, illnesses and treatment given, and may be used in connection with fitness for duty examinations. Individuals covered by the system include current Federal employees of the Department of Health and Human Services. The records contain information relating to name, SSN, date of birth, weight, height, medical history, blood type, nature of illness or injury, and medication or treatment received. This system has been operational since 1974.<br><br><u>Disposition:</u> Destroy those records not needed to update the employee's Official Personnel Folder when employee leaves HHS. | | |
| 400-06 | <u>Reserved</u>. | | |

GPO 1975 O - 579-387

| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 400-07 | **Employee Appraisal Program Records** These records are used as a basis for awards, promotions, recognition, RIF standing, adverse action, or retention. Included in the system are current federal employees of HHS. The records contain information relating to name, SSN, employing organization, grade, title, series, and evaluation information. This system has been operational since 1974. Disposition: Destroy records not needed to produce updates for Official Personnel Folder when superseded or 2 years after appraisal, approval or disapproval. | | |
| 400-08 | **Applicants For Employment Records** This system maintains records used to determine individuals' eligibility and evaluate their qualifications for placement in positions within the Department of Health and Human Services. It contains records for persons who have applied for employment in the federal government or are employed in the federal service. These records contain information relating to education and training, employment history, law violations if any, written test results, honors, awards, veteran preference, age, name, and SSN. This system has been operational since 1974. Disposition: For unsuccessful applicants: Destroy when 2 years old. For applicants selected for a position: Destroy records not needed to update Official Personnel Folder once the employee leaves the Department of Health and Human Services. | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
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| 400-09 | **Training Management Information System** | | |

Records in this system are used to maintain a history of
employee training; to help determine future training
needs; and for audit and budgetary planning purposes.
This system covers all employees who received training
in a program which was more than 8 hours and which was
authorized under the Government Employee Training Act.
These records contain information relating to name, SSN,
position, title, grade, salary, series; and nature,
cost and dates of training.   This system has been
operating since 1971.

Disposition:   Destroy when individual leaves the Department of Health and Human Services or when agency use ceases.

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 500 | **Records of the Office of the Assistant Secretary for Public Affairs** | | |
| 500-01 | **Computerized Information Storage and Retrieval System** | | |
| | This is a system for storing and retrieving data on HES publications, audiovisual projects, multi media campaigns, contracts, Public Affairs staff, plans and budget. It contains basic identifying information used for administrative management and control. The start date for this system is May 1982. | | |
| | **Disposition:** Destroy when no longer needed for agency administrative purposes. | | |

115-203
Four copies including original to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 600 | <u>Records of the Office of the General Counsel and of the Office of the Assistant Secretary for Legislation</u> | | |
| 600-01 | <u>DOJ Juris System Access Terminal</u><br><br>This system is used by the Office of the General Counsel to augment legal research capabilities. The content of and access to data in this system are the responsibilities of the Department of Justice. Hardware and computer access to this system are provided to the Office of General Counsel by an interagency agreement with the Department of Justice. This agreement began in May 1976 and expired September 1981.<br><br><u>Disposition:</u> Destroy when no longer needed for agency research purposes. | | |
| 600-02 | <u>Office of General Counsel Management Analyses</u><br><br>This system is a work management tool. It contains Office of General Counsel work measurement data which are used for budgetary preparation and other administrative purposes. The data is also generated from this system in hard copy form. It was operational from May 1979 to September 1981.<br><br><u>Disposition:</u> Destroy when agency use ceases. | | |
| 600-03 | <u>Office of General Counsel Legal Opinion Retrieval System</u><br><br>This system is used to augment Office of General Counsel legal research. It contains Office of General Counsel legal opinions and lexis legal information. The information in the system is for research purposes only, and the data base exists only as a sequential tape. Hardware and computer access are provided by an interagency agreement with the Library of Congress. This system has been operational since August 1980.<br><br><u>Disposition:</u> Destroy when superseded, or when no longer needed for research purposes. | | |

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 600-04 | **Word Stream Processing System**<br><br>This system provides control and followup to Congressional inquiries received by the Office of the Assistant Secretary for Legislation on Departmental programs or constituent inquiries. It also provides reports on status of correspondence pending replies; address labeling for all members of Congress for mass mail-outs; and multi copy original letters to individual members of Congress. This system operates on Word Stream equipment with floppy disk storage and may change to AB Dick Magna SL equipment. The system has been operational since June 1979.<br><br>**Disposition:** Destroy when 2 years old or when agency use ceases. | | |

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---|---|---|---|
| 700 | **Records of the Office For Civil Rights** | | |
| 700-01 | **Case Information Management System**<br><br>This system is designed to report the status of all complaints currently being investigated by the Office for Civil Rights (OCR), and to insure that the necessary investigative steps have been taken in each case. A complaint is a correspondence submitted to the Department of Health and Human Services which alleges that a person's or a group's rights have been violated, and it implicitly ask OCR to specifically seek the correction of the alleged violation. The scope of the cases within this system includeds persons and groups and/or representatives of persons and groups filing written complaints with OCR. The data contains such information as name, age, sex, race, religion, handicap code, city, state code, characteristics of the complaint and critical events in OCR's processing of the complaints.<br><br>Dates: 1/01/74 to present.<br><br>Disposition: Destroy when no longer needed for agency administrative purposes. | | |
| 700-02 | **Accounting/Budget Planning (Financial System)**<br><br>This system is an administrative management tool. Monthly accounting data is received from the division of accounting, the Office of Civil Rights adds planning data and recent commitments. Summaries of monthly and quarterly spending on personnel and intra-agency services are produced. This system has been operational since January 1980.<br><br>Disposition: Destroy when 3 years old. | | |

| 7<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|------------------------------------------------------------------|--------------------------|--------------------|
| 700-03 | **Personnel Management Control System**<br><br>This system's purpose is to control positions in OCR, to provide timely and accurate information on personnel resources, and to reduce reporting burden on staff in headquarters offices and regions responsible for providing such data. Bimonthly and quarterly reports are produced. The system has been operational since October 1981.<br><br>**Disposition:** Destroy when 2 years old. | | |

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|---|---|---|---|
| 800 | <u>Records of the Office of Inspector General</u> | | |
| 800-01 | <u>Reserved.</u> | | |
| | A system, <u>Investigative Files of the Inspector General</u>, is presently being developed for the purpose of conducting and documenting investigations by OIG or other investigative agencies regarding DHHS programs and operations, aiding in prosecutions brought against the subjects of OIG investigations, and maintaining a record of the activities which were the subjects of investigations. The information cover  providers and recipients of DHHS programs, providers and recipients under state programs funded by DHHS, and others doing business with DHHS. Input will include records from Federal, State, and local government sources, interviews of witnesses, and documents and other investigative materials from non-government sources. The system should become fully operational during FY83. | will | |
| | At the present time, the exact content of the historical master file is uncertain. Consequently, this system will be scheduled during FY83 when the content becomes known. It will be entered as item 800-01. | | |
| 800-02 | <u>SSI/OPM  Temporary Matching File</u> | | |
| | This system is designed to detect those Federal employees who may also be receiving Supplementary Security Income (SSI) benefits concurrently. Federal employees covered under Office of Personnel Management Central Personnel Data File are matched with persons in the Supplementary Security Income file of the  Social Security Administration. This system is part of the fraud detection system of OIG. Data includes name of employee, date of birth, SSN, work status, pay grade, duty station, and SSI record. This system has been operational since 1978. | | |
| | Disposition: ~~Destroy when no longer needed for agency administrative purposes.~~ *Hold for 3 yrs, then destroy.* CH 5-82 | | |

115-203

Four copies  including original  to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11 4

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 800-03 | **Welfare Fraud Detection File** | | |
| | This system of records is maintained to facilitate the development of a multiple fraud detection program for the Aid to Families with Dependent Children (AFDC) program. Once fraud is detected the case is turned over to investigating and prosecuting agencies and may end up in the court system. Individuals in this system are recipients of Aid to Families with Dependent Children (AFDC). Records contain information on those individuals receiving AFDC payments or as a payee for dependent children under their guardianship, including information on name, address, date of birth, SSN, sex, names of dependent children, dependent children names, sex and dates of birth; and monthly grant amounts. This system has been operating since 1978. | | |
| | Disposition: ~~Destroy when no longer needed for agency administrative purposes.~~ Hold For 3yrs, then destroy. CBf 11-5-82 | | |
| 800-04 | **Audit Information System (AIS)** | | |
| | This system provides current information on audit workload, reports issued, and findings, as well as management actions to correct deficiencies identified by the reports. The system provides a centralized control over the number and types of reports issued by the HHS audit agency, a data base for statistical analysis of workload accomplishments, and a database for the Department's audit follow up system. This system has been operating since January 1, 1970. | | |
| | Disposition: ~~Destroy after all GAO audit requirements have been met, and after agency uses and administrative purposes cease.~~ Hold For 3 yrs, then destroy. CH 10-5-82 | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10 ACTION TAKEN |
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| 800-05 | **Time Reporting and Audit Control System (TRACS)** |  |  |

800-05

**Time Reporting and Audit Control System (TRACS)**

TRACS enables early identification of problems which
may seriously impact completion of annual work plans.
It provides for controlling the number of audits in
process, ensuring timeliness of audit reports, controlling
work time, compiling statistics, and improving adminis-
trative reporting capabilities. It may also be used to
measure productivity and as a workload forecasting
system. TRACS has been operational since January 1,
1974.

Disposition: ~~Destroy when no longer needed for GAO~~
~~audit reporting and agency administrative~~
~~purposes cease.~~ Hold for 3 yrs.,
then destroy. CHy 10-5-82

800-06

**Productivity Measurement/Workload Forecasting System**

This is a system for productivity mearusrment and work-
load forecasting for budget preparation and justification.
It identifies total number of federal funds recipients
requiring audit as well as frequency and number of
locations selected for audit; it identifies that
portion of audit's workload being performed by non-
federal sector and other federal agencies; and it
documents resources needed to provide adequate audit
coverage to all Departmental programs identifying
additional audit resources. This system has been
operating since October 1, 1981.

Disposition: ~~Destroy when no longer needed for agency~~
~~administrative purposes.~~ Hold for 3 yrs.,
then destroy. CHy 10-5-82

800-07

**Management and Enforcement Records System**

This system is designed to be a supervisory and manage-
rial tool. It provides field agents with subject data,
inter-regional inquiry capability and certain criteria
on cases. It supports supervisory personnel to in-
dicate workloads, direct activities, monitor stage of
case development and disposition and maintain time
estimates. It supports management with indictment, con-
viction and dollar recovery data by program or region.
This system has been operating since August 1, 1981.

Disposition: Destroy when no longer needed for agency
administrative purposes.

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---|---|---|---|
| 900 | <u>Records of the Office of the Consumer Affairs Advisor</u> | | |
| 900-01 | <u>Consumer Mailing List System</u> | | |
| | This system is used to distribute information on current consumer topics to consumers, businesses, the govenrment, and the media. Recipient names and addresses constitute the information in this system. The system has been operational since July 1973. | | |
| | <u>Disposition:</u> Destroy elements when they are superseded or become obsolete. | | |