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REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only)		
(See Instructions on reverse)				JOB NUMBER N/-442-02-3		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 6/17/02		
FROM (Agency or establishment)     Department of Health and Human Services				NOTIFICATION TO AGENCY		
<u> </u>	OR SUBDIVISION			In accordance U.S.C. 3303a	with the pro the dispos ndments, is ap	visions of 44 ition request,
Centers For Disease Control and Prevention				for items that n	nay be marked "	disposition not
	OR SUBDIVISION ice of Program Support, Procurement and Gra	[[	approved" or "	withdrawn" in co	olumn 10.	
4. NAN	ME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	D/	ATE ARK	HIVIST OF THE	UMTED STATES
Jim	nmy A. Harrison	(404) 498-150	9 9	-2303 X	How.	Carl
	NCY CERTIFICATION					
гесого	by certify that I am authorized to act for this a disproposed for disposal on the attached 1	page(s) are not no	w needed fo	r the business	of this agency	v or will not be l
neede	d after the retention periods specified; and the sions of Title 8 of the GAO Manual for Guidan	iat written concur	rence from	the General A	ccounting Of	fice, under the
PIOVI	sions of Title 8 of the GAO Manual for Guidan	ice of Federal Age	ilicios,			
	is not required; is att	ached; or	☐ has	been requested	<b>d.</b>	
DATE	SIGNATURE OF AGENCY REPRESENTA		TITLE			
June	e 5, 2002 A Prentice Barnes, Sr.		DUUS Dec	ords Managem	ont Officer	
Julie	F 5, 2002 A FIGHTICE Bathes, St.		Dili is Rec	orus iviariagen	letit Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPO	DISPOSITION		9. GR: SUPER: JOB CIT	SEDED	10. ACTION TAKEN (NARA USE ONLY)
	This item revises and expands item 2-8, Coo	perative Project C	ase Files,	(NC1-90-78-	1)	
	of the CDC Records Control Schedule B-321 to include specific					
dispositions for records related to Grant Case Files. The retention peri						
for CDC Official Grants Files is reduced from 12 years to 7 years. This						
retention meets all legal and administrative need for these records.			ords.		·	• •
	Approvals:	•	•			
	Spring & date	5/6/02	L			
	Gimmy A. Harrison	,				-
	CDC Records Officer					
	Sandra L. Manning date	Aludos				
	Sandra R. Manning, CGFM	VI 1102				
Director, CDC Procurement and Grants Office						
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CDC Legal Representative

Clayered, MR MWMW
The Schedule Revision is contained on the following page

RE	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	JOB NUMBER N1-442-02-3	PAGE 1 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Grant Program Files  a. Approved Grant Case Files (Official Files)  Approved case files including grant files which contain the total application, summary of review actions, notification to the applicant that an award will be made, and related records.	2 (NC1-90-78-1, item 39)	
	Authorized Disposition: Transfer to the FRC 1 year after completion of the grant/project. Destroy 7 years after grant/project's completion date.		
	b. Unfunded, Disapproved or Withdrawn Grant Case Files (Official Files) Consisting of the total application, summary of review actions and notification to the applicant that no award will be made.	(GRS 3, item 13)	
	Authorized Disposition:  Place in inactive file when the applicant is notified that no award will be made or when the application is withdrawn. Destroy 3 years after disapproval or withdrawal.		
	c. Program Announcement File Contains the complete record of the grant program announcement, including the funding authorization from Congress and/or HHS, the purpose for the grant, the grantee eligibility requirements, the scoring criteria, and the announcement in the Federal Register. Contains initial grant review information such as notes, list of reviewers, ranking and approval lists, electronic mail messages, drafts and related records.	New item	
	Authorized Disposition: Cut off upon closure of the final grant awarded under the program announcement. Do not send to an FRC. Destroy 7 years after cutoff		
	d. Electronic Mail and Word Processing system copies  1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	New item	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Authorized Disposition:  Delete within 180 days after the recordkeeping copy has been produced		
	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.		
	Authorized Disposition:  Delete when dissemination, revision, or updating is complete.		
	Delete Wildir dissernification, revision, or appearing to complete.		
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