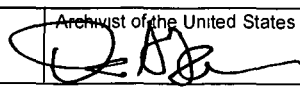
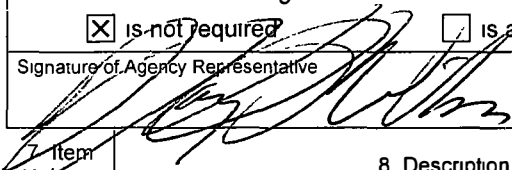


| Request for Records Disposition Authority (See instructions on reverse) | | Leave Blank (NARA Use Only) | |
|--|---|---|---|
| To National Archives and Records Administration (NIR) Washington, DC 20408 | | Job Number 11 - 442 - 09 - 1 | |
| 1 From (Agency or establishment) Department of Health and Human Services | | Date Received 9/25/09 | |
| 2 Major Subdivision Centers for Disease Control and Prevention | | Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3 Minor Subdivision | | | |
| 4 Name of Person with whom to confer Mary K. Wilson, CRM | 5 Telephone (include area code) 404-498-1552 | Date Bothe 11 | Archivist of the United States  |
| 6 Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested | | | |
| Signature of Agency Representative  | | Date (mm/dd/yyyy) 09/25/2009 | |
| 7 Item Number | 8 Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |
| | See attached documentation | | |

Scientific and Research Project Records

Records Control Schedule

1. Precedent-Setting Scientific and Research Project Records

These records represent scientific data and all other aspects of mission-related research such as disease prevention and control, environmental health monitoring, and health promotion and education. Activities may include project development, demonstration, distribution, assessment, and testing. These records document the planning, history, results, and outcome of a scientific and or research project conducted as part of CDC's mission.

These records may include planning documents and documents that evaluate or appraise a project or other research during its project life. These records may also include original observations, laboratory notebooks, and databases that contain scientific observations, modeling and sampling methodologies, and any other research-related documentation.

a. Long-Term Ongoing Studies That Contain Cumulative Research Data

Authorized Disposition: PERMANENT: Transfer a copy of data to NARA in 1 year intervals (or other time period established with NARA); the first transfer to occur within the first year after the approval of Records Control Schedule. Electronic media will be transferred to NARA formatted in accordance with current applicable regulations regarding transfer of electronic records.

b. Completed Studies

Authorized Disposition: PERMANENT: Transfer to NARA a copy of the completed database no longer than one year after the end of the project. Electronic media will be transferred to NARA formatted in accordance with current applicable regulations regarding transfer of electronic records.

2. Significant and or Secondary Research Records

These records may be datasets, field records, and other information necessary to understand a research project. They may also be connected to other data through metadata, indices, or other means. These records may include background materials maintained by individual researchers used to understand scientific advances, learn new techniques, or to prepare for a new project.

Authorized Disposition Maintain at least eleven years, but no longer than twenty years, after the retirement of the records depending upon program need for scientific, legal, or business reference. Transfer to FRC is authorized in accordance with applicable storage regulations of electronic records.

3. Minor Research Records

These are research records that relate to narrowly-focused, short-term tasks with the primary purpose of providing a client with an answer to a specific, local problem/question. They are not part of any scientific investigation of larger scope. They do not have the potential for developing into an expanded investigation.

Authorized Disposition: Maintain at least six years, but no longer than ten years after the retirement of the system depending upon program need for scientific, legal, or business reference then delete/destroy.

4. Research Support Records

These records may include copies of materials captured as part of research activities (references used as background material, etc.), to track information, models, computer code, or other reference material produced in the course of research, which was not used in significant research projects and or that will

not be useful for subsequent research. These records are created and maintained for short-term or routine purposes.

Authorized Disposition: If administrative usefulness has been met dispose of immediately or maintain for no longer than five years, after retirement of system—depending upon program need for scientific, legal, or business reference— then destroy/delete

BUCKET 1a/1b

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|---------------------|-----------------------|---|--------------------|
| Family of HIV Surveys Division of HIV/AIDS Prevention/Surveillance and Epidemiology | Human immunodeficiency virus acquired immunodeficiency syndrome | CDC, RCS, 4-22 | N1-442-91-4, Item 1 | Family of HIV Surveys (Master File) (Full Unedited Microlevel Data) Each subsystem resides in its own database To comply with the Center for Electronic Records, NARA, specifications, a master tape will be prepared for transfer containing all data sets, formatted in accordance with regulations noted in 36 CFR 1228.188, Transfer of Machine-readable Records to NARA PERMANENT | Permanent |
| Fatality Assessment and Control Evaluation FACE | | CDC, RCS, 4-59 | N1-442-91-1d, Item 11 | Master File Currently contains approximately 425 records with data from 1982 to 1993 maintained in electronic form from a coding instrument regularly backed up | Permanent |
| Final Reports and CDC Funded Manuscripts from Research Projects | Centers for Disease Control | CDC, RCS, 2-33 | N1-442-02-2, Item 1c | Substantive Permanent Records - PERMANENT Transfer to the FRC when 3 years old. | Permanent |
| Final Reports of Study Results, Agent | | CDC, RCS, 4-33 | N1-442-90-5, Item 6 | PERMANENT Transfer to the Atlanta | Permanent |
| GDDOC Event Analysis Management | Global Disease Detection Operations | New Item | New Item | New Item | Permanent |
| H1N1 Data Collection Application | Hemagglutinin Type 1 and Neuraminidase Type 1 Data | New Item | New Item | New Item | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|---------------------|------------------------|--|--------------------|
| Health Facilities Statistics | | CDC, RCS, 5-16 | NCI-90-81-4, Item 16c | (1) <u>Master Facility Inventory</u> This national inventory includes a census of all inpatient, health related facilities in the U S which provide medical, nursing, personal, or custodial care to groups of unrelated persons (a) <u>These magnetic tapes contain data collected annually by the American Hospital Association from every hospital in the U.S. through 1977</u> | Permanent |
| Health Interview Survey | | CDC, RCS, 5-17 | NCI-90-81-4, Item 11b) | PERMANENT Cutoff annually, hold | Permanent |
| Health Manpower Statistics | | CDC, RCS, 5-15 | NCI-90-81-4, Item 11b) | PERMANENT Terms of transfer to | Permanent |
| Hearing Conservation and Audiometric Database Analysis HCADBA | Hearing Conservation and Audiometric Database Analysis | CDC, RCS, 4- 50 | NI-442-91-11, Item 2 | Master File Exposure specific data vary from study to study A typical set includes identifying information, sex, age, present and previous job data, type of ear protection worn, military service information, non-occupational noise exposure, self-reported medical history, and hearing threshold test results Data set collections intended for periodic updates | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|---------------------|-----------------------|---|--------------------|
| Hemophilia/AIDS Surveillance System Division of AIDS STD and TB Laboratory Research DASTLR | Hemophilia/Acquired Immunodeficiency Syndrome Surveillance system Division of Acquired Immunodeficiency Syndrome Sexually Transmitted Disease and Tuberculosis Laboratory Research Division of Acquired | CDC, RCS, 4-12 | N1-442-91-12, Item 5 | Hemophilia/AIDS Surveillance Data File - Destroy when no longer needed for administrative purposes | Permanent |
| Hepatitis Reference Laboratory Data Management System | | CDC, RCS, 4-17 | N1-442-91-12, Item 10 | Master File - Hepatitis Surveillance A master data set, without personal identifiers, produced yearly and made available to state health departments upon request | Permanent |
| Hepatitis Surveillance | | CDC, RCS, 4-17 | N1-442-91-12, Item 10 | Master File - Hepatitis Surveillance A master data set, without personal identifiers, produced yearly and made available to state health departments upon request | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|---------------------|----------------------|--|--------------------|
| HIV/AIDS Surveillance Database OMB No 0920-0009 Division of HIV/AIDS Prevention/Surveillance and Epidemiology | Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Surveillance Database Office of Management and Budget No 0920-0009 Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention/Surveillance and Epidemiology | CDC, RCS, 4-23 | N1-442-91-1, Item 1 | Family of HIV S (1) Initial group of input forms returned to CDC, 1981 only PERMANENT Transfer immediately to Atlanta FRC Transfer to NARA when 30 years old (2) Hard Copy Forms, circa 1981-89, exclusive of those identified below Transfer immediately to the Atlanta FRC Destroy when 20 years old (3) <i>Selective Sampling of</i> | Permanent |
| Inorganic and Radiological Analytic Laboratory Information Tracking | | New Item | New Item | New Item | Permanent |
| Leprosy Surveillance Database Division of Bacterial and Mycotic Diseases DBMD | Leprosy Surveillance Database Division of Bacterial and Mycotic Diseases | CDC, RCS, 4-10 | N1-442-91-12, Item 3 | Leprosy Surveillance Data File The 180 field cumulative data file is updated quarterly Authorized | Permanent |
| LLDB Large Link Data Base | | CDC, RCS, 4- 64 | N1-442-97-1, Item 6 | Master Files Contains enrollment dates of children up to 6 years of age at four HMOs on the West Coast, vaccines administered to children, outcomes (ICD-9 codes) from hospitals, emergency rooms, and some clinic settings | Permanent |
| Longitudinal Follow-up to the National Maternal & Infant | | New Item | New Item | New Item | Permanent |
| Longitudinal Study of Aging(LSOA) | Longitudinal Study of Aging | CDC, RCS, 5-23 | (N1-442-99-2) | PERMANENT Transfer to NARA | Permanent |
| Management Information Systems - ATSDR Hazardous | Hazardous Data System | ATSDR, RCS, 4-06 A | N1-442-93-1 | Permanent | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115# | Previous Retention | Proposed Retention |
|--|-------------|---------------------|------------------------|---|--------------------|
| Morbidity and Mortality Studies in Mining and General Industry | | CDC, RCS, 4-54 | NI-442-91-1d, Item 6 | Master Files Morbidity studies contain computerized data, one tape each per study. The database contains such information as Social Security Number (SSN), employment histories, medical and occupational histories, demographic data, x ray data, smoking histories, results of medical tests, consent forms, environmental data, and | Permanent |
| National Ambulatory Medical Care Survey | | CDC, RCS, 5-19 | NC1-90-81-4, Item 19C2 | Cutoff annually, hold 1 year, offer files and | |
| National Antimicrobial | | New Item | New Item | New Item | Permanent |
| National Coal Workers' Autopsy Program Database | | CDC, RCS, 4-55 | NI-442-91-1d, Item 7 | Master File. The National Coal Workers' Autopsy Study Program contains name of deceased miner, date of birth, SSN, date and place of death, name and address of mine, job title, smoking history, years in mining, and pathology data from the autopsy protocol, including pathologist's | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|-------------|---------------------|------------------------|---|--------------------|
| National Coal Workers' X-ray Surveillance Program Databases | | CDC, RCS, 4-56 | N1-442-91-11, Item 8 | Master File The master file is a set of record systems Each set contains records for a specific examination program over a defined interval Each data set is maintained in a unique format, developed according to the data collection requirements | Permanent |
| National Coal Workers' X-ray Surveillance Program, Databases, | | CDC, RCS, 4-56 | (N1-442-91-11, Item 8) | PERMANENT Before destruction or erasure of this data contact the NIOSH Records Liaison or the CDC Records Officer Offer to | Permanent |
| National Death Index | | CDC, RCS, 5-14 | NCI-90-81-4, Item 14 | The file is a permanent record for defined research projects, and is to be | Permanent |
| National Employer Health Insurance | | New Item | New Item | New Item | Permanent |
| National Health and Nutrition Examination | | New Item | New Item | New Item | Permanent |
| National Health Care | | New Item | New Item | New Item | Permanent |
| National Health | | New Item | New Item | New Item | Permanent |
| National Healthcare | | New Item | New Item | New Item | Permanent |
| National Home & Hospice Care Survey | | New Item | New Item | New Item | Permanent |
| National Hospital Ambulatory Medical | | CDC, RCS, 5-19 | N1-442-88-1, Item 1B1a | Transfer to WNRC when study is | Permanent |
| National Hospital Discharge Survey | | CDC, RCS, 5-19 | N1-442-88-1, Item 1B1a | Transfer to WNRC when study is | Permanent |
| National Maternal and Infant Health Survey | | New Item | New Item | New Item | Permanent |
| National Mortality Followback Survey | | New Item | New Item | New Item | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|---------------------|------------------------|--|--------------------|
| National Nosocomial Infections Surveillance System Hospital Infections Program HIP | National Nosocomial Infections Surveillance System - New system name | CDC, RCS, 4-8 | N1-442-91-12, Item 1 | Nosocomial Infections Surveillance Data File Patient demographic information and identification of etiologic pathogens and antibiotic sensitivities Includes the data sets of the Study on the Efficacy of Nosocomial | Permanent |
| National Notifiable Diseases Surveillance | National Notifiable Diseases Surveillance | CDC, RCS, 4-1 | N1-442-91-2 | Permanent | Permanent |
| National Nursing Home Survey | | CDC, RCS, 5-19 | NC1-90-81-4, Item 19C3 | Terms of transfer will be specified in an | Permanent |
| National Occupational Exposure Survey | | CDC, RCS, 4-52 | N1-442-91-14 | Permanent | Permanent |
| National Occupational Hazard and Exposure Survey Data Bases | | CDC, RCS, 4-52 | N1-442-91-11, Item 4 | Master File (I) Records from the NOHS (1972-74) and NOES (1981-83) maintained in electronic form These databases contain over five million records Authorized Disposition PERMANENT Transfer a copy of the databases from the NOES and NOHS studies to NARA within 5 years of the approval of this Records Control | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|-------------|---------------------|-------------------------------|---|--------------------|
| National Occupational Health Survey of Mining | | CDC, RCS, 4- 57 | N1-442-91-11, Item 9 | Master File Data from 1984 1989 maintained in electronic form on an online system and regularly backed up on computer tape Authorized | Permanent |
| National Profile of Local Health Departments 1987 to the present | | CDC, RCS, 4-63 | N1-442-91-7, Item 2 | Database Data maintained in electronic form on CDC mainframe PERMANENT-- Transfer a "snapshot" | Permanent |
| National Select Agent | | New Item | New Item | New Item | Permanent |
| National Surveillance of Dialysis Associated Diseases | | CDC, RCS, 4-20 | N1-442-91-12, Item 13 | National Surveillance of Dialysis associated Diseases Master data set containing data from 1500 centers Authorized Disposition | Permanent |
| National Survey of Ambulatory Surgery | | New Item | New Item | New Item | Permanent |
| National Survey of Family Growth | | CDC, RCS, 5-13 | <u>NC1-90-84-4, Item 11b)</u> | PERMANENT Transfer magnetic | Permanent |
| National Survey of | | CDC, RCS, 5-13 | NC1-90-81-1 | Permanent | Permanent |
| National Traumatic Occupational Fatalities Surveillance System | | CDC, RCS, 4-60 | N1-442-91-11, Item 12 | Master File Data from 1980 to 1991 maintained in electronic form on an online system and regularly backed up on computer tape. PERMANENT Transfer a "snapshot" copy of the master file to NARA at 5 year intervals. The initial | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115# | Previous Retention | Proposed Retention |
|--|---|---------------------|------------------------|---|--------------------|
| National Tuberculosis TB Surveillance System/DTBE | National Tuberculosis Surveillance System Division of Tuberculosis Elimination | CDC, RCS, 4-48 | N1-442-91-9, Item 14 | Master Database Current year data are maintained on an individual master database that is edited for correction and/or deletions This database is added to the historical database when all data for | Permanent |
| National Violent Death Reporting | | New Item | New Item | New Item | Permanent |
| National Vital Statistics Registration System/ Induced | | CDC, RCS, 5-22b | N1-442-91-13 | Permanent | Permanent |
| National Vital Statistics Registration | | CDC, RCS, 5-11 | N1-442-91-4, Item 11b) | PERMANENT Cutoff annually, hold | Permanent |
| National Vital | | New Item | New Item | New Item | Permanent |
| NHANESd Epidemiologic Followup Study | The National Health and Nutrition Examination Survey I | CDC, RCS, 5-21 | N1-442-90-1 | Permanent | Permanent |
| NIOSH Job Stress Database circa 1987 | National Institute for Occupational Safety and Health Technical Information Center Job Stress Database circa 1987 | CDC, RCS, 4-51 | N1-442-91-14, Item 3 | Master File Currently consists of approximately 2000 records maintained in electronic form that have been received from Canada and the State of Maine As other states or industries utilize the NIOSH questionnaire, their data will become part of the Master File Data elements | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115# | Previous Retention | Proposed Retention |
|---|---|---------------------|----------------------|--|--------------------|
| NIOSH Technical Information Branch Databases | National Institute for Occupational Safety and Health Technical Information Center Technical Information Branch Databases | CDC, RCS, 4-49 | N1-442-91-1d, Item 1 | Master File Online databases (d) NIOSHTIC Bibliographic entries with abstracts and keywords for NIOSH documents, articles from 150 core journals, translations, conference, and symposia proceedings, etc PERMANENT Transfer to NARA every 5 years The first transfer will occur upon the | Permanent |
| NIOSHTIC-2 | National Institute for Occupational Safety and Health Technical | New Item | New Item | New Item | Permanent |
| Occupational Health Epidemiological Studies | | CDC, RCS, 4-53 | N1-442-91-1d, Item 5 | Master File Data varies from study to study, but typical data elements include demographic information, identifying information, occupational history, results of medical exams, and information on date and cause of death, if deceased The master file may also include data on detailed self-reported medical | Permanent |
| OID Infectious Diseases StarLIMS Implementation | Office of Infectious Diseases Infectious Diseases StarLaboratory | New Item | New Item | New Item | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115# | Previous Retention | Proposed Retention |
|--|--|---------------------|----------------------|---|--------------------|
| OID National Molecular Subtyping Network for Foodborne Disease | Office of Infectious Diseases National Molecular Subtyping Network for | New Item | New Item | New Item | Permanent |
| Pediatric Nutrition Surveillance System Database Division of | | CDC, RCS, 4-6 | NI-442-91-10, Item 4 | Pediatric Nutrition Surveillance System Database (Master | Permanent |
| Performance Measurement and | | New Item | New Item | New Item | Permanent |
| Polio Studies | | CDC, RCS, 2-42 | NCI-90-78-1, Item 73 | PERMANENT Transfer to the FRC | Permanent |
| Pregnancy Nutrition Surveillance System Database Division of Nutrition and Physical Activity | | CDC, RCS, 4-7 | NI-442-91-10, Item 5 | Pregnancy Nutrition Surveillance System Database - PERMANENT Transfer a copy of | Permanent |
| Q-Bank | Question-Bank | New Item | New Item | New Item | Permanent |
| Q-Video | Question-Video | New Item | New Item | New Item | Permanent |
| Real Time Laboratory Information Exchange for the LRN | Real Time Laboratory Information Exchange for the Laboratory | New Item | New Item | New Item | Permanent |
| Records of Interagency | | CDC, RCS, 2-22 | NCI-90-78-1, Item 53 | PERMANENT Transfer to the FRC | Permanent |
| Refugee Processing System Database Division of Global Migration and Quarantine | | CDC, RCS, 4-39 | NI-442-91-9, Item 5 | Master File The database contains core information on the immunization status, date of birth, medical, and mental status. | Permanent |
| Second Longitudinal Study on Aging | | New Item | New Item | New Item | Permanent |
| Significant Epidemiologic Information Systems Scientific Databases | | CDC, RCS, 4-1 | NI-442-91-2, Item 1 | Data from significant databases (usually in electronic form, may consist of such items as final matrix tables, summarized final data, micro-level research data, etc). PERMANENT Transfer a copy of relevant data tapes to | Permanent |
| State and Local Area Integrated Telephone | | New Item | New Item | New Item | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|---------------------|--|--|--------------------|
| Sudden Unexplained Death Syndrome SUDS Database Surveillance and Program Branch Division of Environmental Hazards and Health | | CDC, RCS, 4-26 | N1-442-91-3, Item 2 | Data contained in the SUDS Database. The fields contain a wide variety of data regarding the circumstances surrounding death, demographic. | Permanent |
| TB Epidemiologic Studies Consortium (TBESC) | Tuberculosis Epidemiologic Studies Consortium | New Item | New Item | New Item | Permanent |
| Unexplained Deaths & Serious Illnesses Surveillance | | New Item | New Item | New Item | Permanent |
| Venereal Disease Research Tuskegee | | CDC, RCS, 2-70 | NCI-90-78-1, Item 01 NC1-090-82-4, Item 01 | PERMANENT Transfer to the FRC 4 | Permanent |
| Vital Statistics Sample Surveys | | CDC, RCS, 5-12 | NCI-90-81-4, Item 11b) | PERMANENT Terms of transfer to | Permanent |
| DHAP HIV/AIDS Reporting System (HARS) | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Reporting System | New Item | New Item | New Item | Permanent |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115# | Previous Retention | Proposed Retention |
|--|---|------------------------|-------------|--------------------|--------------------|
| DHAP HIV/AIDS Reporting System (eHARS) | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention Human Immunodeficiency | New Item | New Item | New Item | Permanent |
| | | | | | |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|---------------------|----------------------|--|--------------------|
| 1994 National Employer Health Insurance Survey | | New Item | New Item | New Item | Permanent |
| Active Bacterial Core | | New Item | New Item | New Item | Permanent |
| Adult Use of Tobacco Survey 1986 Database Office On Smoking and Health | | CDC, RCS, 4-3 | N1-442-91-10, Item 1 | Adult Use of Tobacco Survey, 1986 Master File - PERMANENT Transfer a copy of the | Permanent |
| Anthrax Vaccine Research | | New Item | New Item | New Item | Permanent |
| ATSDR National Exposure Registry | Agency for Toxic Substances and Disease Registry National Exposure Registry | ATSDR, RCS, 5-20 | N1-442-93-1 | Permanent | Permanent |
| Behavioral Risk Factor Surveillance System Database Division of Adult and Community Health | | CDC, RCS, 4-4 | N1-442-94-10, Item 2 | Behavioral Risk Factor Surveillance System Database (Master File) PERMANENT | Permanent |
| BioSense | | New Item | New Item | New Item | Permanent |
| Childhood Blood-Lead Poisoning Surveillance | | New Item | New Item | New Item | Permanent |
| DCAS Dose Reconstruction | Division of Compensation Analysis and Support Dose | New Item | New Item | New Item | Permanent |
| Division of Integrated Systems and Services (DISSS) Website | Division of Integrated Surveillance Systems and Services | New Item | New Item | New Item | Permanent |
| Electronic Records Derived from the Studies of Vietnam Veterans Exposure to Agent Orange | | CDC, RCS, 4-32 | N1-442-90-5, Item 5 | PERMANENT Transfer one copy of each final data set to NARA in 1990 | Permanent |
| Etiologic Agent Importations and Registration System | | New Item | New Item | New Item | Permanent |

Bucket 2

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|--------------------|------------------------|---|--------------------|
| Animal Breeding and Research | | CDC, RCS, 2-1 | NCI-90-78-1, Item 32 | Transfer to the FRC when 5 years old and destroy when 20 years old | 20 |
| Arbovirus Laboratory Service Files | | CDC, RCS, 2-3 | NCI-90-78-1, Item 34 | Transfer to the FRC when 10 years old and destroy when 20 years old, unless needed for further reference | 20 |
| Archival Specimen Tracking and Retrieval Operations 21C | | New Item | New Item | New Item | 20 |
| ASTRO Catalog | Archival Specimen Tracking and Retrieval Operations | New Item | New Item | New Item | 20 |
| Birth Defects Monitoring Program | | CDC, RCS, 2-4 | NCI-90-78-1, Item 35 | a Case Records and Preliminary Reports Transfer to the FRC when 3 years old and destroy when 20 years old | 20 |
| Border Infectious Disease Surveillance Project (BIDS) | | New Item | New Item | New Item | 20 |
| CDC OID Laboratory Response Network Web Application (LRN) | | New Item | New Item | New Item | 20 |
| Center of Public Health Preparedness Program Activity Database | | New Item | New Item | New Item | 20 |
| Childhood Agricultural Injury Surveillance | | New Item | New Item | New Item | 20 |
| Clinical Trials of Treatment and Diagnostic Methods for Tuberculosis, Division of Tuberculosis Elimination (DTBE) | Division of Tuberculosis Elimination | CDC, RCS, 4-47 | (N1-442-91-9, Item 13) | Transfer copy of final master file database to the FRC when no longer needed for administrative purposes Destroy when 20 years old | 20 |
| Continuing Disease Study Case Files | | CDC, RCS, 2-6 | NCI-90-78-1, Item 37 | Transfer to the FRC 2 years after completion of study and destroy when 20 years old unless needed for further reference b Those study records covered by a 308d (Public Health Service Act Assurance of Confidentiality agreement Transfer to the FRC 2 years after completion of study and destroy when 20 years old unless needed for further reference | 20 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|--|--------------------|----------------------|--|--------------------|
| CPHP External Program Activity Database | Center for Public Health Preparedness | New Item | New Item | New Item | 20 |
| Data Message Brokering | | New Item | New Item | New Item | 20 |
| Data modeling - Data Warehouse | | New Item | New Item | New Item | 20 |
| Decision Support Framework | | New Item | New Item | New Item | 20 |
| DLS STARLIMS | Division of Laboratory Systems - Laboratory Information Management System | New Item | New Item | New Item | 20 |
| Drug Studies | | CDC, RCS, 2-14 | NCI-90-78-1, Item 45 | Transfer to the FRC when 5 years old and destroy when 20 years old unless needed for further reference | 20 |
| DSTDG Gonococcal Isolate Surveillance Project (GISP) (Forms CDC73 60A, B, C) | Division of Sexually Transmitted Disease Prevention | New Item | New Item | New Item | 20 |
| DSTDG. STD Management Information System (STD*MIS) | Division of Sexually Transmitted Disease Prevention- Sexually Transmitted Disease- Management Information System | New Item | New Item | New Item | 20 |
| DSTDG STDNet | Division of Sexually Transmitted Disease Prevention- Sexually Transmitted Disease Net | New Item | New Item | New Item | 20 |
| DTBE Image Library | Division of Tuberculosis Elimination | New Item | New Item | New Item | 20 |
| eManifest | Electronic Manifest | New Item | New Item | New Item | 20 |
| Emergency Response and Air Toxicant Laboratory System | | New Item | New Item | New Item | 20 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|-------------|--------------------|------------------------|---|--------------------|
| Epidemic Case Files on Non-Recurring Investigations | | CDC, RCS, 2-15 | NC1-90-78-1, Item 46 | Transfer to the FRC when 4 years old and destroy when 20 years old unless needed for further reference | 20 |
| Epidemic Information Exchange | | New Item | New Item | New Item | 20 |
| Fatality Assessment and Control Evaluation FACE | | CDC, RCS, 4-59 | NC1-442-91-11, Item 11 | Master File. Currently contains approximately 425 records with data from 1982 to 1993 maintained in electronic form from a coding instrument regularly backed up on computer tape. Authorized Disposition: PERMANENT. Transfer a "snapshot" copy of the Master File to NARA at 5 year intervals, the initial transfer to take place within 5 years of the approval of this Records Control Schedule. The data will be transferred to NARA on tapes formatted in accordance with regulations noted in 36 CFR 1228.188, Transfer of Machine readable Records to NARA. | Permanent |
| GeoSentinel Global Emerging Infections Sentinel Network | | New Item | New Item | New Item | 20 |
| Grants and Cooperative Agreements - Cooperative Project Case Files | | CDC, RCS, 2-8 | NC1-90-78-1, Item 39 | Transfer to the FRC 1 year after completion of project. Destroy 12 years after project completion date. | 12 |
| Grid Publisher | | New Item | New Item | New Item | 5 |
| Health Manpower Statistics | | CDC, RCS, 5-15 | NC1-90-81-4, Item 11b | PERMANENT. Terms of transfer to NARA will be specified in an interagency agreement under negotiation. | Permanent |
| Hemoglobinopathy Testing and Planning | | CDC, RCS, 2-21 | NC1-90-78-1, Item 52 | Transfer to the FRC when 5 years old and destroy when 20 years old unless needed for further reference. | 20 |
| HIV Waiver Tracking | | New Item | New Item | New Item | 20 |
| International Health Education and Training Files | | CDC, RCS, 2-23 | NC1-90-78-1, Item 54 | Transfer to the FRC when 3 years old and destroy when 15 years old. | 15 |
| Laboratory Licensure and Proficiency Testing | | CDC, RCS, 2-26 | NC1-90-78-1, Item 57 | Transfer to FRC when 1 year old. Destroy revoked, suspended, or superseded licenses when 15 years old. | 15 |
| Laboratory Licensure Program Criminal Investigations | | CDC, RCS, 2-27 | NC1-90-78-1, Item 58 | Transfer to the FRC 5 years after final disposition. Destroy when 20 years old. | 20 |
| Laboratory Procedures Case Files | | CDC, RCS, 2-29 | NC1-90-78-1, Item 60 | Transfer to the FRC 5 years after completion of study and destroy when 20 years old. | 20 |
| Lead Poisoning Control Files | | CDC, RCS, 2-32 | NC1-90-78-1, Item 63 | Transfer to the FRC when 2 years old and destroy when 15 years old. | 15 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-1d5 # | Previous Retention | Proposed Retention |
|---|-------------|--------------------|----------------------|--|--------------------|
| Lipid and Clinical Chemistry Database | | New Item | New Item | New Item | 20 |
| Lipid Standardization Program Data Submission | | New Item | New Item | New Item | 20 |
| Micrographs | | CDC, RCS, 2-36 | NC1-90-78-1, Item 67 | Transfer to the FRC when no longer needed in daily operations. Destroy when 20 years old | 20 |
| Migrant Serum Bank | | New Item | New Item | New Item | 20 |
| Model Performance Evaluation Program (MPEP) | | New Item | New Item | New Item | 20 |
| Mortality Studies Database System | | New Item | New Item | New Item | 20 |
| National Assisted Reproductive Technology Surveillance System | | New Item | New Item | New Item | 20 |
| National Electronic Injury Surveillance System | | New Item | New Item | New Item | 20 |
| National Inventory for Wild Poliovirus Materials | | New Item | New Item | New Item | 20 |
| National Lab | | New Item | New Item | New Item | 20 |
| National Medical Care Utilization & Expenditure Survey | | New Item | New Item | New Item | 20 |
| National Nosocomial Infections Study | | CDC, RCS, 2-37 | NC1-90-78-1, Item 68 | a Investigative Files and Patient Case Files Transfer to the FRC when 2 years old and destroy when 20 years old | 20 |
| National Notifiable Diseases Surveillance System (NNDSS) | | CDC, RCS, 4-1 | NI-442-91-2 | Permanent | Permanent |
| National Occupational Respiratory Mortality System (NORMS) | | New Item | New Item | New Item | 20 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|--------------------|---|--|--------------------|
| National Traumatic Occupational Fatalities Surveillance System | | CDC, RCS, 4-60 | N1-442-91-11, Item 12 | Master File Data from 1980 to 1991 maintained in electronic form on an online system and regularly backed up on computer tape PERMANENT Transfer a "snapshot" copy of the master file to NARA at 5 year intervals The initial transfer of data will take place within 5 years of the approval of this schedule Information cannot be released until records are 75 years old This will assure the complete protection of the records collected under special confidentiality agreements with states, stipulating that NIOSH not release individually identified death certificate data NOTE: The data will be transferred to NARA on tapes formatted in accordance with regulations noted in 36 CFR 1228.188, Transfer of Machine readable Records to NARA | Permanent |
| National Vital Statistics Registration System/ Induced Terminations of Pregnancy Data | | CDC, RCS, 5-22b | N1-442-91-13 | Permanent | Permanent |
| NCIRD Immunization Information System Sentinel Site | National Center for Immunization and Respiratory Diseases | New Item | New Item | New Item | 20 |
| NIOSH Epidemiological Studies | National Institute for Occupational Safety and Health | CDC, RCS, 2-79 | N1-442-98-1, item 1 | b Non-Mortality and Morbidity Studies Transfer to the FRC 3 years after study is initially closed and destroy 20 years after study closes | 20 |
| Occupational Hazards Studies | | CDC, RCS, 2-39 | NC1-90-78-1, Item 70 NC1-090-78-03(B) Item 70B | a Research Records Transfer to the FRC when 3 years old and destroy when 20 years old b. X-Rays of Individuals in Completed Studies Transfer to the FRC when 3 years old and destroy when 20 years old. | 20 |
| OID HIV Prevention Program Evaluation and Monitoring System | Office of Infectious Diseases-Human Immunodeficiency Virus | New Item | New Item | New Item | 20 |
| Outbreak Records Vaccine Preventable Diseases | | CDC, RCS, 2-76 | N1-442-97-1, Item 3 | Cut off closed cases at the end of the calendar year. Maintain in office five years after cut off then transfer to the FRC Destroy 20 years after cut off | 20 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|--------------------|----------------------|---|--------------------|
| Pathology Studies | | CDC, RCS, 2-40 | NC1-90-78-1, Item 71 | Transfer to the FRC when no longer needed in current operations and destroy when 20 years old | 20 |
| Pesticide Sample Tracking, Analysis, and Reporting System | | New Item | New Item | New Item | 20 |
| PHIN Message System/Secure Reliable Message | Public Health Information Network | New Item | New Item | New Item | 20 |
| PHIN National Environmental Health Tracking Network | Public Health Information Network | New Item | New Item | New Item | 20 |
| PHIN Vocabulary Access and Distribution Standards & Specifications | Public Health Information Network | New Item | New Item | New Item | 20 |
| PRAMS Data Collection System | Pregnancy Risk Assessment Monitoring System | New Item | New Item | New Item | 20 |
| Public Health Assessments & Health Consultations | | New Item | New Item | New Item | 20 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---------------|--------------------|----------------------|--|--------------------|
| Quarantine Activity Reporting System | | New Item | New Item | New Item | 20 |
| Radiation Studies Bibliographic Database | | New Item | New Item | New Item | 20 |
| Regulatory Affairs Information Management System | | New Item | New Item | New Item | 20 |
| Sequoia | | New Item | New Item | New Item | 20 |
| Smallpox Eradication Program and Project Records | | CDC, RCS, 2-51 | NCI-90-78-1, Item 82 | Transfer to the FRC when 2 years old and destroy when 20 years old | 20 |
| Tobacco Ingredients and Nicotine Reporting System | | New Item | New Item | New Item | 20 |
| Toxic Substances Portal | | New Item | New Item | New Item | 20 |
| Tuberculosis Research Studies | | CDC, RCS, 2-57 | NCI-90-78-1, Item 88 | Transfer to the FRC when no longer needed for evaluation and analysis Destroy when 20 years old unless needed for further study | 20 |
| Tuberculosis Subject Files | | CDC, RCS, 2-56 | NCI-90-78-1, Item 87 | Transfer to the FRC when 5 years old and destroy when 15 years old unless needed for further reference | 15 |
| US Cancer Statistics | United States | New Item | New Item | New Item | 20 |
| Vaccine Preventable Disease Reports and Data | | CDC, RCS, 2-75 | NI-442-97-1, Item 2 | a Hard copy forms. Cut off at the end of the calendar year Maintain in office for five years Transfer to the FRC Destroy when 15 years old | 15 |
| Vaccine Studies | | CDC, RCS, 2-60 | NCI-90-78-1, Item 91 | Transfer to the FRC when 5 years old and destroy when 20 years old unless needed for further reference | 20 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|-------------|--------------------|------------------------|---|--------------------|
| Vector Biology Research Files | | CDC, RCS, 2-62 | NC1-90-78-1, Item 93 | 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 | 20 |
| Vector Control Consultative Files | | CDC, RCS, 2-63 | NC1-90-78-1, Item 94 | Transfer to the FRC when 2 years old and destroy when 12 years old | 12 |
| Venereal Disease Morbidity System | | CDC, RCS, 2-67 | NC1-90-78-1, Item 98 | Transfer to the FRC when 2 years old and destroy when 12 years old | 12 |
| Venereal Disease Patient Files Early Syphilis Study | | CDC, RCS, 2-68 | NC1-90-78-1, Item 99 | Transfer to the FRC when 2 years old and destroy when 20 years old | 20 |
| Venereal Disease Research Files | | CDC, RCS, 2-69 | NC-1-90-78-1, Item 100 | Transfer to FRC 5 years after completion of project and destroy when 20 years old unless needed for further reference | 20 |
| Vertebrate Ecology Field and Laboratory Files | | CDC, RCS, 2-72 | NC1-90-781, Item 103 | Transfer to the FRC when 5 years old and destroy when 20 years old | 20 |
| Viral Exanthem Diagnostic Records | | CDC, RCS, 2-73 | NC 1-90-78-1, Item 104 | Transfer to the FRC when 10 years old and destroy when 20 years old | 20 |
| West Nile Virus Internet 1 0 | | New Item | New Item | New Item | 20 |
| Yellow Fever Registry | | New Item | New Item | New Item | 20 |

Bucket 3

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|--|--------------------|----------------------|---|--------------------|
| 122 Cities Mortality Reporting System | | CDC,RCS, 4-1 | N1-442-91-2-Item 1 | Permanent | 10 |
| Adult Blood Lead Epidemiology & Surveillance Program | | New Item | New Item | New Item | 10 |
| Affymetrix | | New Item | New Item | New Item | 10 |
| African American Men Who Have Sex With Men Projects | | New Item | New Item | New Item | 10 |
| AIDS Inventory - Now called Specimen Inventory | Acquired Immunodeficiency Syndrome Inventory - Now called Specimen Inventory | New Item | New Item | New Item | 10 |
| Alcohol Related Disease Impact System | | New Item | New Item | New Item | 10 |
| All Threats Agent Content System | | New Item | New Item | New Item | 10 |
| Animal Care and Surveillance | | CDC, RCS, 2-2 | NC1-90-78-1, Item 33 | Transfer to the FRC when 2 years old and destroy when 5 years old | 10 |
| Anopheles Database | | New Item | New Item | New Item | 10 |
| Arctic Investigations Program Information Management Project | | New Item | New Item | New Item | 10 |
| Arthropod Pooling System | | New Item | New Item | New Item | 10 |
| Association of State and Territorial Dental Directors State Synopses | | New Item | New Item | New Item | 10 |
| ATSDR Geographic Information System | Agency for Toxic Substances and Disease Registry Geographic Information System | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|---------------------------|---------------------|---------------------------|---------------------------|
| ATSDR National Exposure Registry | Agency for Toxic Substances and Disease Registry National Exposure Registry | ATSDR, RCS, 5-20 | N1-442-93-1 | Permanent | Permanent |
| ATSDR Toxicological Profile & Health Assessment Toolkit (TopHat) | Agency for Toxic Substances and Disease Registry Toxicological Profile & Health Assessment Toolkit (TopHat) | New Item | New Item | New Item | 10 |
| Autism and Developmental Disabilities Monitoring Network | | New Item | New Item | New Item | 10 |
| BCSB Demo Projects | Behavioral & Clinical Surveillance Branch Demo Projects | New Item | New Item | New Item | 10 |
| Blood Requests | | New Item | New Item | New Item | 10 |
| Breast Cancer Incidence among Flight Attendants | | New Item | New Item | New Item | 10 |
| BZB Diagnostic Samples | Bacterial Zoonoses Branch Diagnostic Samples | New Item | New Item | New Item | 10 |
| BZB Reference and Diagnostics | Bacterial Zoonoses Branch Diagnostic Samples | New Item | New Item | New Item | 10 |
| Cancer Surveillance System (CSS Data & App Support) | Cancer Surveillance System (Cancer Surveillance System Data & App Support) | New Item | New Item | New Item | 10 |
| CCID National Data Processing Initiative | Coordinating Center for Infectious Diseases National Data Processing Initiative | New Item | New Item | New Item | 10 |
| CDC Employee Serum Baseline Specimen Registry (CESBSR) | Center for Disease Control and Prevention Employee Serum Baseline Specimen Registry | New Item | New Item | New Item | 10 |
| CDC Pathology Report Information | Center for Disease Control and Prevention Pathology Report Information | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|--------------------|----------------------|--|--------------------|
| Centers for Autism & Developmental Disabilities Research & Epidemiology Extramural | | New Item | New Item | New Item | 10 |
| Centers for Birth Defects Research and Prevention Project | | New Item | New Item | New Item | 10 |
| Child Mental Health Metadata WebPage | | New Item | New Item | New Item | 10 |
| Chronic Disease Indicators | | New Item | New Item | New Item | 10 |
| Clinic-Based Blinded HIV Seroprevalence Surveys | Clinic-Based Blinded Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Seroprevalence Surveys | New Item | New Item | New Item | 10 |
| Cohort Mortality Study of former PanAm Pilots | | New Item | New Item | New Item | 10 |
| Communicable Disease Case Study Files | | CDC, RCS, 2-5 | NC1-90-83-2, Item 1 | Authorized Disposition: a Original Documents Not Recorded on Microfilm Transfer to the FRC when 2 years old and destroy when 10 years old b. Microfilmed Documents (Microfilmed in Accordance with FPMR 101-11 506-3 and FPMR 101-11 507-1 Destroy original records immediately following microfilm editing and corrections Transfer microfilm to the FRC when 4 years old and destroy when 10 years old | 10 |
| Cooperation Files Laboratory Management Consultations | | CDC, RCS, 2-7 | NC1-90-78-1, Item 38 | Transfer to FRC when 2 years old and destroy when 10 years old | 10 |
| DASH Success Stories | Division of Adolescent & School Health Success Stories | New Item | New Item | New Item | 10 |
| Data and Specimen Handling DASH Laboratory Test Files | Data and Specimen Handling Division of Adolescent & School Health Laboratory Test Files | CDC, RCS, 2-9 | NC1-90-78-1, Item 40 | Transfer to the FRC when 5 years old and destroy when 10 years old | 10 |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|---------------------|-----------------------|--|--------------------|
| Data and Specimen Handling DASH Transmittals | Data and Specimen Handling Division of Adolescent & School Health Laboratory Test Files | CDC, RCS, 2-10 | NC1-90-78-1, Item 41 | Destroy forms immediately following microfilm editing and corrections Destroy microfilm when 10 years old Do not transfer to the FRC (To be microfilmed per FPRM 101-11 507 (c)(1 | 10 |
| Data Coordinating Center | | New Item | New Item | New Item | 10 |
| Dekalb STD Research Project Genital Warts Rx System Database | Dekalb Sexually Transmitted Diseases Research Project - Genital Warts Rx System Database | CDC, RCS, 4-43 | NI-442-91-9, Item 9 | Data contained on the master file The database contains clinical information on 450 patients with data from September 1984 to May 1986 maintained in electronic form that was regularly backed up on computer tape Destroy data 10 years after completion of study or when no longer needed for research purposes, whichever comes first | 10 |
| Dekalb STD Research Project Genital Warts Rx System Database, | Duplicate | CDC, RCS, 4-43 | (NI-442-91-9, Item 9) | Destroy data 10 years after completion of study or when no longer needed for research purposes, whichever comes first | 10 |
| Dengue Laboratory Sample Data Base | | New Item | New Item | New Item | 10 |
| Dental Disease Prevention Statistical Files | | CDC, RCS, 2-11 | NC1-90-78-1, Item 42 | Transfer to the FRC when 2 years old and destroy when 10 years old unless needed for further research | 10 |
| Dental Disease Prevention Subject Files | | CDC, RCS, 2-12 | NC1-90-78-1, Item 43 | Transfer to the FRC when 3 years old and destroy when 10 years old | 10 |
| DHAP/BCSB Adult Spectrum of Disease | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention/Behavioral and Clinical Surveillance Branch | New Item | New Item | New Item | 10 |
| DHAP/BCSB Supplement to HIV/AIDS Surveillance | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention/Behavioral and Clinical Surveillance Branch Supplement to Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Surveillance | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|--------------------|--------------|--------------------|--------------------|
| DHAP/EPI Parents Matter | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome/Epidemiology Branch Parents Matter | New Item | New Item | New Item | 10 |
| DHAP-HIV/AIDS Reporting System (HARS) | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Reporting System (HARS) | New Item | New Item | New Item | 10 |
| DHDSP Data, Trends, and Maps | Division for Heart Disease and Stroke Prevention Data, Trends, and Maps | New Item | New Item | New Item | 10 |
| DHDSP WISEWOMAN Data Mgt System | Division for Heart Disease and Stroke Prevention Well-Integrated Screening and Evaluation for Women Across the Nation Data Mgt System | New Item | New Item | New Item | 10 |
| Diagnostic Sample Database | | New Item | New Item | New Item | 10 |
| Dioxin and Persistent Organic Pollutants Laboratory | | New Item | New Item | New Item | 10 |
| Division of Viral Diseases Surveillance Network | | New Item | New Item | New Item | 10 |
| DPDx | Division of Parasitic Disease Project | New Item | New Item | New Item | 10 |
| DVBID Reagent Ordering System | Division of Vector Borne Infectious Diseases Reagent Ordering System | New Item | New Item | New Item | 10 |
| DVD Batch Specimen Tracking System | Division of Viral Diseases Batch Specimen Tracking System | New Item | New Item | New Item | 10 |
| Early Aberration Reporting System (EARS) | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|--------------------|----------------------|---|--------------------|
| Early Detection Research Network EDRN-CCCEVC | Early Detection Research Network EDRN-Cervical Cancer Clinical Epidemiology and Validation Center | New Item | New Item | New Item | 10 |
| Early Hearing Detection and Intervention Hearing Screening and Follow up Survey | | New Item | New Item | New Item | 10 |
| EFORS - Electronic Foodborne Outbreak Reporting System | | New Item | New Item | New Item | 10 |
| EHS-NET Information System | Environmental Health Specialist Network Information System | New Item | New Item | New Item | 10 |
| EIP_All Age Hospitalization Database | Emerging Infections Program _All Age Hospitalization Database | New Item | New Item | New Item | 10 |
| Electronic Foodborne Outbreak Reporting System (Version 2) | | New Item | New Item | New Item | 10 |
| Electronic Records Derived from the Study of Radiation Doses and Their Uncertainties | | CDC, RCS, 4-67 | NI-442-00-1, item 3 | Archival Copy of the Above Data Sets (one) Authorized Disposition Temporary Destroy 10 years after termination of program or when no longer needed for legal or administrative purposes | 10 |
| Electronic Report of a Verified Case of Tuberculosis | | New Item | New Item | New Item | 10 |
| Enhanced Perinatal Surveillance Data Collection Application | | New Item | New Item | New Item | 10 |
| Epi Clearance Tracking | Expanded Programme on Immunization (EPI) Clearance Tracking | New Item | New Item | New Item | 10 |
| Equipment and Instrument Development | | CDC, RCS, 2-16 | NCI-90-78-1, Item 47 | Transfer to the FRC when 4 years old and destroy 10 years after completion of project unless needed for further reference | 10 |
| Family Planning Project Files | | CDC, RCS, 2-18 | NCI-90-78-1, Item 49 | Transfer to the FRC when 2 years old and destroy when 10 years old unless needed for further reference | 10 |
| Farm Family Health and Hazard Survey | | New Item | New Item | New Item | 10 |
| Fetal Alcohol Syndrome Surveillance | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|--|--------------------|----------------------|---|--------------------|
| Fire Fighter Fatality Invt Program Cardio | | New Item | New Item | New Item | 10 |
| Flu Vaccine Effectiveness | | New Item | New Item | New Item | 10 |
| Foodborne Diseases Active Surveillance Network (Foodnet) | | New Item | New Item | New Item | 10 |
| Foodborne Diseases Active Surveillance Network (Foodnet) Version 2 0 | | New Item | New Item | New Item | 10 |
| FoodNet Population Survey Cube | | New Item | New Item | New Item | 10 |
| GATS Data Dissemination | Global Adult Tobacco Survey Data Dissemination | New Item | New Item | New Item | 10 |
| GATS Data Submission Tool | Global Adult Tobacco Survey Data Submission Tool | New Item | New Item | New Item | 10 |
| Genomics and Health Information System (GHIS) (previously reported as Human Genome Infrastructure Network) | | New Item | New Item | New Item | 10 |
| Georgia Vital Records | | New Item | New Item | New Item | 10 |
| GID EpiInfo Module | Global Immunization Division EpiInfo Module | New Item | New Item | New Item | 10 |
| Grants and Cooperative Agreements - Grant, Contract and Cooperative Agreement Files | | CDC, RCS, 2-8 | NC1-90-78-1, Item 39 | Cut off closed grant, contract, or cooperative agreement files at the end of the calendar year in which the project ends or a final report is written. Maintain in office two years after cut off. Transfer to FRC and destroy six years after cut off. | 10 |
| Grants and Cooperative Agreements - Grants Program Files - Approved Grant Case Files | | CDC, RCS, 2-8 | NC1-90-78-1, Item 39 | Transfer to the FRC 1 year after completion of the grant/project. Destroy 7 years after grant/project's completion date. | 10 |
| Grants and Cooperative Agreements - Program Announcement File | | CDC, RCS, 2-8 | NC1-90-78-1, Item 39 | Cut off upon closure of the final grant awarded under the program announcement. Do not send to an FRC. Destroy 7 years after cut off. | 10 |
| Group A Strep Calculator | | New Item | New Item | New Item | 10 |
| Health Data Interactive | | New Item | New Item | New Item | 10 |
| Hearing Conservation & Audiometric Database Analysis System | | | | | Permanent |
| Hemophilus Surveillance System | | New Item | New Item | New Item | 10 |
| Hepatitis Primate Information System | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-1d5 # | Previous Retention | Proposed Retention |
|--|---|--------------------|----------------------|--|--------------------|
| Hepatitis Reference Laboratory Data Management System | | | | | Permanent |
| HIV Lead | Human Immunodeficiency Virus Lead | New Item | New Item | New Item | 10 |
| HuGE Navigator | Human Genome Epidemiology Navigator | New Item | New Item | New Item | 10 |
| In Vitro Product Evaluation Files | | CDC, RCS, 2-24 | NC1-90-78-1, Item 55 | Transfer to the FRC 2 years after report is prepared and destroy 8 years thereafter | 10 |
| Infectious Causes of Chronic Diseases Resources Database | | New Item | New Item | New Item | 10 |
| Influenza Pandemic Simulation Program | | New Item | New Item | New Item | 10 |
| Influenza Sentinel Providers Surveillance Network | | New Item | New Item | New Item | 10 |
| INSPIRE | Interventions for Seropositive Injectors--Research and Evaluation | New Item | New Item | New Item | 10 |
| Institutional Review Board Tracking (IRB) | | New Item | New Item | New Item | 10 |
| Integrated Data Acquisition and Management System | | New Item | New Item | New Item | 10 |
| Kidney Disease Data Dissemination | | New Item | New Item | New Item | 10 |
| Laboratory Materials Distribution Files | | CDC, RCS, 2-28 | NC1-90-78-1, Item 59 | a Cards Transfer to the FRC when 5 years old and destroy when 10 years old | 10 |
| Laboratory Sample Tracking and Reporting System | | New Item | New Item | New Item | 10 |
| Labware | | New Item | New Item | New Item | 10 |
| Life Table Analysis System PC | Life Table Analysis System Personal Computer | New Item | New Item | New Item | 10 |
| Lipid Standardization Program | | CDC, RCS, 2-31 | NC1-90-78-1, Item 62 | Transfer to the FRC when 3 years old and destroy when 10 years old unless needed for further reference | 10 |
| MADDSP Validation Study | Metropolitan Atlanta Developmental Disabilities Surveillance Program Validation Study | New Item | New Item | New Item | 10 |
| Malaria Research and Reference Reagent Resource Ce | Malaria Research and Reference Reagent Resource Center | New Item | New Item | New Item | 10 |
| Metropolitan Atlanta Congenital Defects Program | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|--------------------|----------------------|--|--------------------|
| Metropolitan Atlanta Developmental Disabilities Follow Up Study | | New Item | New Item | New Item | 10 |
| Metropolitan Atlanta Developmental Disabilities Study | | New Item | New Item | New Item | 10 |
| Metropolitan Atlanta Developmental Disabilities Surveillance Program | | New Item | New Item | New Item | 10 |
| Microbiological Reagents Production Records | | CDC, RCS, 2-35 | NC1-90-78-1, Item 66 | Destroy 10 years after completion of testing and evaluation of reagent | 10 |
| Molecular Biology Computation | | New Item | New Item | New Item | 10 |
| MR Interview | Management Review Interview | New Item | New Item | New Item | 10 |
| My Water's Flouride | | New Item | New Item | New Item | 10 |
| National Antimicrobial Resistance Monitoring System (Version 2.0) | | New Item | New Item | New Item | 10 |
| National Birth Defects Prevention Network | | New Item | New Item | New Item | 10 |
| National Occupational Exposure Survey | | CDC, RCS, 4-52 | NI-442-91-11 | Permanent | Permanent |
| National Occupational Mortality Surveillance Systems | | New Item | New Item | New Item | 10 |
| National Oral Health Surveillance System (NOHSS) | | New Item | New Item | New Item | 10 |
| National Respiratory and Enteric Virus Surveillance System (NREVSS) | | New Item | New Item | New Item | 10 |
| National Survey of Family Growth | | CDC, RCS, 5-13 | NC1-90-81-1 | Permanent | Permanent |
| National Toxic Substance Incidence Program | | New Item | New Item | New Item | 10 |
| NCBDDD Publications and Presentations Database | National Center on Birth Defects and Developmental Disabilities Publications and Presentations Database | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|--------------------|---------------------|---|--------------------|
| NCEH Infant Screening Quality Assurance Program ISQAP Database | National Center for Environmental Health Infant Screening Quality Assurance Program Infant Screening Quality Assurance Program Database | CDC, RCS,4- 61 | N1-442-95-2, Item 1 | Master File Data Erase data when 10 years old | 10 |
| NCHHSTP Manuscript Tracking System | National Center for Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome , Viral Hepatitis, Sexually Transmitted Diseases , and Tuberculosis Prevention Manuscript Tracking System | New Item | New Item | New Item | 10 |
| NCHM Campaign Audit Tool | National Center for Health Marketing Campaign Audit Tool | New Item | New Item | New Item | 10 |
| NCIRD Registry Sentinel Project | National Center for Immunization and Respiratory Diseases Registry Sentinel Project | New Item | New Item | New Item | 10 |
| New Vaccine Surveillance Network | | New Item | New Item | New Item | 10 |
| Newborn Screening Quality Assurance Program | | New Item | New Item | New Item | 10 |
| NH DNA Bank | New Hampshire Deoxyribonucleic Acid Bank | New Item | New Item | New Item | 10 |
| NHANES I Epidemiologic Followup Study | National Health and Nutrition Examination Survey I Epidemiologic Followup Study | CDC, RCS, 5-21 | N1-442-90-1 | Permanent | Permanent |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---|--------------------|---|---|--------------------|
| NIOSH Certification Databases | National Institute for Occupational Safety and Health Certification Databases | CDC, RCS, 4-58 | N1-442-91-11, Item 10 | Master File Records maintained in electronic form. (1) Respiratory Protective Devices Databases/Coal Mine Dust Sampler Unit Certification Database Delete data 7 years after certification is revoked or after the company ceases manufacturing the device or when no longer needed for administrative or engineering evaluation purposes, whichever comes first Upgrades which result in substantive changes in data content or structure require re-evaluation of the disposition by NARA Inform the NIOSH Records Liaison or the CDC Records Officer of upgrades. (2) All other databases. Destroy when no longer needed for administrative purposes | 7 |
| Nutrition Tabulations and Reports | | CDC, RCS, 2-38 | NC1-90-78-1, Item 69 | Transfer to the FRC when 3 years old and destroy when 6 years old | 10 |
| Occupational Hazards Studies | | CDC, RCS, 2-39 | NC1-90-78-1, Item 70 NC1-90-78-3(B) Item 70C | c X-Rays of Individuals Who Have Withdrawn from Participation in Research Projects Transfer to the FRC 3 years after last contact with subject and destroy 10 years after last contact with subject | 10 |
| OID DHAP Electronic HIV/AIDS Reporting System(eHARS) | Office of Infectious Diseases Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Electronic Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Reporting System(eHARS) | New Item | New Item | New Item | 10 |
| OID Public Health Laboratory Information System | Office of Infectious Diseases Public Health Laboratory Information System | New Item | New Item | New Item | 10 |
| OID Vaccine Adverse Event Reporting System | Office of Infectious Diseases Vaccine Adverse Event Reporting System | New Item | New Item | New Item | 10 |
| Oral Health Data Resource Center | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|--------------------|----------------------|--|--------------------|
| OSH Management Information System | Occupational Safety and Health Management Information System | New Item | New Item | New Item | 10 |
| OSH QIT | Occupational Safety and Health Question Inventory on Tobacco | New Item | New Item | New Item | 10 |
| Outbreak Management System | | New Item | New Item | New Item | 10 |
| PDA based demographic surveillance 10 | Personal Digital Assistant based demographic surveillance 10 | New Item | New Item | New Item | 10 |
| PedNSS/PNSS Data Management System | Pediatric and Pregnancy Nutrition Surveillance Systems Data Management System | New Item | New Item | New Item | 10 |
| Polio Diagnostic Records | | CDC, RCS, 2-41 | NC1-90-78-1, Item 72 | Transfer to the FRC when no longer needed in current research projects and destroy 10 years thereafter | 10 |
| Polio Enterovirus Database | | New Item | New Item | New Item | 10 |
| PRAMS PONDER/CPONDER | Pregnancy Risk Assessment Monitoring System Pregnancy Risk Assessment Monitoring System On-line Data for Epidemiologic Research /CDC's Pregnancy Risk Assessment Monitoring System On-line Data for Epidemiologic Research | New Item | New Item | New Item | 10 |
| PRB Data Collection Activity | Prevention Research Branch Data Collection Activity | New Item | New Item | New Item | 10 |
| Preparedness Data Warehouse | | New Item | New Item | New Item | 10 |
| Proficiency Tracking System | | New Item | New Item | New Item | 10 |
| Program Annual Progress Assessment | | New Item | New Item | New Item | 10 |
| Public Health Information Network Message Validation System | | New Item | New Item | New Item | 10 |
| Public Web Portal (CDC gov Web Operations) | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|--|-------------|--------------------|--|--|--------------------|
| Quarantine Project Files | | CDC, RCS, 2-43 | NCI-90-4, Item 1 NCI-442-90-4, Item 1a | a Vessel Sanitation Records - Cutoff at the end of the fiscal year in which CDC inspection took place Hold in office for 3 fiscal years, and then retire to an FRC Destroy 10 years after cutoff | 10 |
| Quarantine Vaccination Centers | | CDC, RCS, 2-44 | NCI-90-78-1, Item 75 | Transfer to the FRC 2 years after center is closed and destroy 10 years thereafter | 10 |
| Quarantine Validation Files | | CDC, RCS, 2-45 | NCI-90-78-1, Item 76 | Destroy 10 years after procedure is discontinued Do not transfer to the FRC | 10 |
| Questionnaire Administration & Development System | | New Item | New Item | New Item | 10 |
| Rabies Information Databank 10 | | New Item | New Item | New Item | 10 |
| Radiation Exposure | | CDC, RCS, 2-46 | NCI-90-78-1, Item 77 | Destroy 10 years after separation of employee Do not transfer to the FRC | 10 |
| Rapid Data Collector | | New Item | New Item | New Item | 10 |
| Research Data Center | | New Item | New Item | New Item | 10 |
| Respiratory Disease Surveillance System | | New Item | New Item | New Item | 10 |
| Rodent Control Files | | CDC, RCS, 2-48 | NCI-90-78-1, Item 79 | Transfer to the FRC when 2 years old and destroy when 10 years old | 10 |
| Sentinel Event Notification System for Occupational Risks - Pesticides | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|--------------------|----------------------|--|--------------------|
| Sentinel Event Notification System for Occupational Risks - Silicosis | | New Item | New Item | New Item | 10 |
| Sequence Request Submission Form | | New Item | New Item | New Item | 10 |
| Smallpox Legal Files | | CDC, RCS, 2-52 | NC1-90-78-1, Item 83 | Transfer to the FRC when 2 years old and destroy when 10 years old unless needed for further reference | 10 |
| Smoking Attributable Mortality and Morbidity Evaluation of Cost | | New Item | New Item | New Item | 10 |
| Special Education Database for Metropolitan Atlanta | | New Item | New Item | New Item | 10 |
| Special Pathogens Diagnostics 10 | | New Item | New Item | New Item | 10 |
| Specimen Inventory - No longer called AIDS Inventory | Specimen Inventory - No longer called Acquired Immunodeficiency Syndrome Inventory | New Item | New Item | New Item | 10 |
| Specimen Tracking and Results Reporting System | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|--------------------|----------------------|---|--------------------|
| State Grants Project Case Files | | CDC, RCS, 2-53 | NC1-90-78-1, Item 84 | Transfer to the FRC 5 years after completion of project and destroy when 10 years old unless needed for further reference | 10 |
| State Grants Subject Files | | CDC, RCS, 2-55 | NC1-90-78-1, Item 86 | Transfer to the FRC when 5 years old and destroy when 10 years old unless for further reference | 10 |
| State Surveyor Information System v 2.0 (SSIS) | | New Item | New Item | New Item | 10 |
| State Tobacco Activities Tracking and Evaluation System | | New Item | New Item | New Item | 10 |
| Statistical Support for the NIOSH/IWSB Hearing Conservation Program Effectiveness Study | Statistical Support for the National Institute for Occupational Safety and Health/Industrywide Studies Branch Hearing Conservation Program Effectiveness Study | New Item | New Item | New Item | 10 |
| Surveillance Trends Reporting System | | New Item | New Item | New Item | 10 |
| Survey TA | Survey Technical Assistance | New Item | New Item | New Item | 10 |
| Thai Chiang Rai Division of AIDS PCMO Information System | Thai Chiang Rai Division of Acquired Immunodeficiency Syndrome Peace Corps Medical Officer Information System | New Item | New Item | New Item | 10 |
| Transparent Reporting of Evaluations with Non-Randomized Designs (TREND) Web Site | | New Item | New Item | New Item | 10 |
| Treatment of Lead Exposed Children | | New Item | New Item | New Item | 10 |
| Tuberculosis Information Management System (TIMS) | | New Item | New Item | New Item | 10 |
| Tuberculosis Trials Consortium (TBTC) | | New Item | New Item | New Item | 10 |
| Underground Coal Mining System | | New Item | New Item | New Item | 10 |
| Ununiversal Data Collection & Serum Specimen Collection System | | New Item | New Item | New Item | 10 |
| Varicella Active Surveillance System | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|--------------------|----------------------|---|--------------------|
| Vector Biology Control Records | | CDC, RCS, 2-61 | NC1-90-78-1, Item 92 | Transfer to the FRC 2 years after termination of contract or completion of project and destroy 8 years thereafter | 10 |
| Venereal Disease Culture Test Results | | CDC, RCS, 2-64 | NC1-90-78-1, Item 95 | Transfer to the FRC when 2 years old and destroy when 10 years old | 10 |
| Venereal Disease Epidemiological Control Record Infectious Syphilis and Gonorrhea | | CDC, RCS, 2-65 | NC1-90-78-1, Item 96 | Transfer to the FRC when 5 years old and destroy when 10 years old | 10 |
| Venereal Disease Laboratory Surveillance and Follow-up of Serologic Reactors | | CDC, RCS, 2-66 | NC-90-78-1, Item 97 | Transfer to the FRC when no longer needed in current operations and destroy 10 years thereafter | 10 |
| Venereal Disease Statistical and Evaluation Files | | CDC, RCS, 2-71 | NC1-90-78-1, Item 02 | Transfer to the FRC when 2 years old and destroy when 10 years old | 10 |
| Very Low Birthweight | | New Item | New Item | New Item | 10 |
| VISION | Value added information service interactive on-line network | New Item | New Item | New Item | 10 |
| Vision Health Initiative Data Dissemination | | New Item | New Item | New Item | 10 |
| Water Fluoridation Reporting System (WFRS) | | New Item | New Item | New Item | 10 |
| Web Enabled Analysis Tool | | New Item | New Item | New Item | 10 |
| WHO Global Salm-Surv | World Health Organization Global Salm-Surv | New Item | New Item | New Item | 10 |
| WNV In Pregnancy Study Database 1 0 | West Nile Virus In Pregnancy Study Database 1 0 | New Item | New Item | New Item | 10 |
| XyVision | | New Item | New Item | New Item | 10 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-1d5 # | Previous Retention | Proposed Retention |
|---|---|--------------------|--------------|--------------------|--------------------|
| YRBSS Data Dissemination (Youth Online) | Youth Risk Behavior Surveillance System Data Dissemination (Youth Online) | New Item | New Item | New Item | 10 |

Bucket 4

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|---------------------|------------------------------|---|--------------------|
| ADB Inventory | Arboviral Diseases Branch Inventory | New Item | New Item | New Item | 5 |
| AIDS Immunology Database System Division of AIDS STD and TB Laboratory Research DASTLR | Acquired Immunodeficiency Syndrome Immunology Database System Division of Acquired Immunodeficiency Syndrome Sexually Transmitted Disease and Tuberculosis Laboratory Research Division of Acquired Immunodeficiency Syndrome Sexually Transmitted Disease and Tuberculosis Laboratory Research | CDC, RCS, 4-11 | N1-442-91-12, Item 4 | AIDS Immunology Data File Immunologic lab results and related calculated values for all CDC AIDS specimens Destroy when no longer needed for administrative purposes | 5 |
| AIDS Immunology Database System, Division of AIDS, STD, and TB Laboratory Research (DASTLR) | | CDC, RCS, 4-11 | <u>N1-442-91-12, Item 4)</u> | Destroy when no longer needed for administrative purposes | 5 |
| AIDS Immunology Laboratory Data System | Acquired Immunodeficiency Syndrome Immunology Laboratory Data System | New Item | New Item | New Item | 5 |
| Alien Tuberculosis Tracking/Follow-up System Database Division of Global Migration and Quarantine | | CDC, RCS, 4-38 | N1-442-91-9, Item 4 | Data contained on the master file The database contains personal alien identifier information and TB treatment status Computer file maintained 4 years at CDC Destroy data when 4 years old | 4 |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|---------------------|-------------------------|--|--------------------|
| Amyotrophic Lateral Sclerosis Web Portal | | New Item | New Item | New Item | 5 |
| ATSDR National Exposure Registry | Agency for Toxic Substances and Disease Registry | ATSDR, RCS, 5-20 | NI-442-93-1 | Permanent | Permanent |
| ATSDR News Room | Agency for Toxic Substances and Disease Registry News Room | New Item | New Item | New Item | 5 |
| ATSDR Spotlight Content System | Agency for Toxic Substances and Disease Registry Spotlight Content System | New Item | New Item | New Item | 5 |
| Birth Defects Monitoring Program | | CDC, RCS, 2-4 | NC1-90-78-1, Item 35 | b Microfiche Destroy 5 years after completion of project Do no transfer to the FRC | 5 |
| Cancer Screening and Tracking System | | New Item | New Item | New Item | 5 |
| CDC Drug Service Database Division of Parasitic Diseases DPD | Centers for Disease Control- | CDC, RCS, 4-13 | NI-442-91-12 n Item 6 | CDC Drug Service Data File Access to the mainframe resident database is limited to authorized personnel within divisions of NCID Destroy when no longer needed for administrative purposes | 5 |
| CDC Drug Service Database, Division of Parasitic, Diseases (DPD). | Centers for Disease Control | CDC, RCS, 4-13 | (NI-442-91-12 n Item 6) | Destroy when no longer needed for administrative purposes | 5 |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|---|--|---------------------|------------------------|---|--|
| CDC WONDER | Centers for Disease Control- Wide-ranging ON-line Data for Epidemiologic Research | New Item | New Item | New Item | 5 |
| Cell Culture and Media Inventory Database Scientific Resources Program SRP | Scientific Resources Program | CDC, RCS, 4-9 | NI-442-91-12, Item 2 | Cell Culture and Media Inventory Data File Contains information on formulations (products) in the catalogs, requisitions submitted, and inventory items Destroy when no longer needed for administrative purposes | 5 |
| CISS | Common Information Service System | New Item | New Item | New Item | 5 |
| Congenital Syphilis Follow-up Database System (Form CDC 73 126) Division of STD/HIV Prevention, | | CDC, RCS, 4-44 | (NI-442-91-9, Item 10) | Destroy when no longer needed for administrative purposes | 5 |
| Congenital Syphilis Follow-up Database System Form CDC 73 126 Division of STD/HIV Prevention | | CDC, RCS, 4-44 | NI-442-91-9, Item 10 | Data contained on the master file Destroy when no longer needed for administrative purposes | Dispose of when administrative need is completed |
| DHAP/EPI HOPE | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention/Expanded Programme on Immunization HI Follow-up Perinatally Exposed | New Item | New Item | New Item | 5 |
| DHAP/EPI MIRIAD | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention/EPI Mother Infant Rapid Intervention at Delivery MIRIAD | New Item | New Item | New Item | 5 |
| DHAP/EPI Pediatric IMPACT project | Division of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Prevention/Expanded Programme on Immunization Pediatric Implementing Acquired Immunodeficiency Syndrome Prevention and Care project IMPACT | New Item | New Item | New Item | 5 |
| Diabetes Outpatient Education Reimbursement Database Division of Diabetes Translation | | CDC, RCS, 4-5 | NI-442-91-10, Item 3 | Diabetes Outpatient Education Reimbursement Database - Destroy when no longer needed for administrative purposes | 5 |
| Diagnostic Products Class Standards | | CDC, RCS, 2-13 | NI-90-78-1, Item 44 | Destroy 6 months after standards are recorded in the Federal Register | 6 months |
| DLS FrontEnds | Division of Laboratory Systems FrontEnds | New Item | New Item | New Item | 5 |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|---------------------------------------|---------------------|---|--|--------------------|
| Ecological Information Tracking Systems Databases Division of Vector Borne Infectious Diseases DVVID | | CDC, RCS, 4-14 | NI-442-91-12, Item 7 | Data Files 1) Arthropod Pooling System The file is continually updated and contains ecological information Erase floppy diskettes when no longer needed for administrative or research purposes (2) Plague Field System The file is continually updated and contains ecological information Erase floppy diskettes when no longer needed for administrative or research purposes | 5 |
| Ecological Information Tracking Systems Databases, Division of Vector Borne Infectious Diseases (DVVID), | | CDC, RCS, 4-14 | (NI-442-91-12, Item 7) | Destroy when no longer needed for administrative purposes | 5 |
| Ehrlichia Serology Database Division of Viral and Rickettsial Diseases DVVD | | CDC, RCS, 4-16 | NI-442-91-12, Item 9 | a Input Data - Patient/Specimen Data Forms Patient history and reference and disease surveillance specimen data (Form CDC 50 34) Authorized Disposition Maintain at CDC Destroy when 10 years old b Ehrlichia New Item | 5 |
| Electronic Disease Notification (EDN) | Electronic Disease Notification (EDN) | New Item | New Item | New Item | 5 |
| Electronic Mail and Word Processing System Copies | | CDC, RCS, 2-82 | Applies to all items listed in Chapter 2 of this Manual | a Copies that have no further administrative value after the recordkeeping copy is made TEMPORARY Delete within 180 days after the recordkeeping copy has been produced b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy TEMPORARY Delete when dissemination, revision, or updating is complete | 180 days |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115 # | Previous Retention | Proposed Retention |
|---|---|--------------------|-----------------------|--|--|
| Employee Exposure and Medical Records NIOSH | National Institute for Occupational Safety and Health (NIOSH) | CDC, RCS, 2-80 | NI-442-98-1, Item 2 | b Employee Records Destroy upon determination that records do not document exposure or medical condition and treatment Transfer of these records to an FRC is not authorized | Dispose of when administrative need has been completed |
| Environmental Health WebMaps | | New Item | New Item | New Item | 5 |
| Epidemiological Information Collection Systems | | CDC, RCS, 4-2 | NI-442-91-2, Item 2 | Data from Databases - Destroy when no longer needed for administrative purposes | 5 |
| Etologic Agents | | CDC, RCS, 2-17 | NCI-90-78-1, Item 48 | Cut off at the end of the fiscal year Maintain in the office for 1 year, then transfer to an FRC Destroy 5 years after expiration of permit | |
| Field Reports | | CDC, RCS, 2-19 | NCI-90-78-1, Item 50 | Transfer to the FRC when 2 years old and destroy when 5 years old | |
| GAP Laboratory Information Management System (LIMS) | Global Aids Program-Laboratory Information Management System (LIMS) | New Item | New Item | New Item | 5 |
| Global Cancer Atlas | | New Item | New Item | New Item | 5 |
| Grants and Cooperative Agreements - Grants Program Files - Unfunded, Disapproved or Withdrawn Grant | | CDC, RCS, 2-8 | NCI-90-78-1, Item 82 | 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 | 3 |
| | | | | | |
| Grid Publisher | | New Item | New Item | New Item | 5 |
| Health Analysis and Planning File | | CDC, RCS, 2-20 | NCI-90-78-1, Item 51 | Transfer to the FRC when 2 years old and destroy when 5 years old | 5 |
| Health Education Curriculum Analysis Tool | | New Item | New Item | New Item | 5 |
| Hospital Smallpox Vaccination | | New Item | New Item | New Item | 5 |
| Montiorne Surveillance System | | | | | |
| Human Parvovirus B19 | | CDC, RCS, 4-18 | NI-442-91-12, Item 11 | Human Parvovirus B19 Data File Data on patient demographics, medical histories and laboratory test results, maintained on floppy diskette Authorized Disposition Erase when no longer needed for administrative purposes | 5 |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|-------------|---------------------|-------------------------|---|---|
| Human Parvovirus B19, | | CDC, RCS, 4-18 | (N1-442-91-12, Item 11) | Destroy when no longer needed for administrative purposes | 5 |
| Influenza Surveillance | | CDC, RCS, 4-19 | N1-442-91-12 Item 12 | Influenza Surveillance Data File Master data file containing annual influenza surveillance data for the U S Destroy when no longer needed for administrative purposes or when 2 years old, whichever comes first | 5 |
| Influenza Surveillance, | | CDC, RCS, 4-19 | (N1-442-91-12, Item 12) | Destroy when no longer needed for administrative purposes or when 2 years old, whichever comes first | 5 |
| Information on Migrant Populations | | New Item | New Item | New Item | 5 |
| Information Quality for Peer Review Tracking System | | New Item | New Item | New Item | 5 |
| Injury Maps | | New Item | New Item | New Item | 5 |
| Laboratory Equipment Inventory Files | | CDC, RCS, 2-25 | NC1-90-78-1, Item 56 | Transfer to the FRC when no longer needed in current operations Destroy 5 years after related equipment is removed from agency inventory | 5 |
| Laboratory Materials Distribution Files | | CDC, RCS, 2-28 | NC1-90-78-1, Item 59 | b Correspondence Destroy after close of fiscal year | Dispose of when fiscal year is completed. |
| Laboratory Project Case Files Controlled | | CDC, RCS, 2-30 | NC1-90-78-1, Item 61 | Destroy 1 year after report has been submitted or manuscript published | 1 |
| Management Information Systems - Superfund Cost Recovery System (SCRS) | | ATSDR, RCS, 4-06 C | N1-442-93-1 | Delete cost recovery data for specific sites 20 years after notification by EPA that a specific site has closed (Note In accordance with ATSDR and EPA interagency agreements, ATSDR must obtain written permission from the appropriate regional EPA award official before the records are destroyed) | 5 |
| Management Information Systems - WANG Integrated Imaging System (WIIS) | | ATSDR, RCS, 4-06 B | N1-442-93-1 | Destroy when no longer needed for administrative or reference purposes | 5 |
| Medical Examiner/Coroner Information Sharing Program Database MECISP | | CDC, RCS, 4-27 | N1-442-91-3, Item 3 | Data contained in the MECISP Database Contains data on deaths for various states and counties Data sets are purchased by CDC or | 5 |
| Mental Waiver Files | | CDC, RCS, 2-34 | NC1-90-78-1, Item 65 | Transfer to the FRC 1 year after date of closing and destroy after 4 years | 4 |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|-------------|---------------------|---|--|--|
| Model Performance Evaluation Program MPEP HIV-1 and HTLV-I/II Antibody Testing and TLI 1989 to the Present | | CDC, RCS, 4- 62 | N1-442-91-7, Item 1 | Data are maintained in electronic form on the CDC mainframe Destroy when no longer needed for administrative purposes | Dispose of when administrative need is completed |
| Molecular Risk Assessment Data Management System | | New Item | New Item | New Item | 5 |
| National Bacterial Meningitis Reporting System | | New Item | New Item | New Item | 5 |
| National Nosocomial Infections Study | | CDC, RCS, 2-37 | NC1-90-78-1, Item 68 | b Correspondence and Memoranda Close out inactive file when 2 years old and transfer to the FRC and destroy when 5 years old | 5 |
| National Profile of Local Health Departments (1987 to the present). | | CDC, RCS, 4-62 | (N1-442-91-7, Item 2) | Destroy when no longer needed for administrative purposes | 5 |
| National West Nile Surveillance System (Arbonet) | | New Item | New Item | New Item | 5 |
| Obesity Cost Calculator | | New Item | New Item | New Item | 5 |
| Particulate Emissions Monitoring System | | New Item | New Item | New Item | 5 |
| Public Health Image Library | | New Item | New Item | New Item | 5 |
| Quarantine Project Files | | CDC, RCS, 2-43 | NC1-90-4, Item 1 NC1-442-90-4 Item 1b | b Additional Sanitation Records - Transfer to the FRC upon completion of project and destroy 5 years thereafter | 5 |
| Rocky Mountain Spotted Fever Surveillance System | | CDC, RCS, 4-21 | N1-442-91-12, Item 14 | Rocky Mountain Spotted Fever Surveillance Data File The cumulative data file is updated annually Destroy when no longer needed for administrative or research purposes | 5 |
| Rocky Mountain Spotted Fever Surveillance System, | | CDC, RCS, 4-21 | (N1-442-91-12, Item 14) | The cumulative data file is updated annually Destroy when no longer needed for administrative or research purposes | 5 |

| System Name | Formal Name | Previous CDC, RCS# | Old SF-115# | Previous Retention | Proposed Retention |
|--|-------------|--------------------|--------------------------|---|--|
| Routine Data Collection Administrative Records, Agent Orange Project | | CDC, RCS, 4-28 | NI-442-90-5, Item 1 | Disposition not authorized Resubmit when no longer needed for administrative purposes and after completion of litigation Transfer to the FRC for this item is authorized | Dispose of when administrative need is completed |
| Serum Bank Files | | CDC, RCS, 2-49 | NCI-90-78-1, Item 80 | Destroy 2 years after serum is removed from inventory Do not transfer to FRC | 2 |
| Serum Bank Inventory Control File | | CDC, RCS, 2-50 | NCI-90-78-1, Item 81 | Destroy when no longer needed in daily operations | Dispose of when no longer needed |
| Specimen Handling for Testing and Related Data Scientific Resources Program | | CDC, RCS, 4-24 | NI-442-91-5, Item 1 | Data contained on Specimen Handling for Testing and Related Database (Master File) Destroy when no longer needed for administrative purposes | Dispose of when administrative need is completed |
| Specimen Log in Systems Division of Vector Borne Infectious Diseases DVBD | | CDC, RCS, 4-15 | NI-442-91-12, Item 8 | Data Files Epidemiologic information, name, age, sex, date of specimen collection, and onset of illness, along with laboratory information detailing specimen test results Erase floppy diskettes when no longer needed for administrative or research purposes | 5 |
| State Grants Statistical Files | | CDC, RCS, 2-54 | NCI-90-78-1, Item 85 | Transfer to the FRC 2 years after publication of report Destroy 5 years after publication | 5 |
| Surveillance Report of STD Activity (Form CDC 73 2127), Database, 1986 to Present, Division of STD/HIV Prevention (STD/HIV), | | CDC, RCS, 4-40 | (NI-442-91-9, Item 6) | Maintain in conjunction with the master file records described under Item b above | Dispose of when administrative need is completed |
| Tuberculosis X-Rays | | CDC, RCS, 2-58 | NCI-90-78-1, Item 89 | Destroy when determined by responsible program official that the records have no further research value Do not transfer to the FRC | Dispose of when administrative need is completed |
| Tumor Patient Specimen Bank | | CDC, RCS, 2-59 | NCI-90-78-1, Item 90 | Destroy 2 years after specimens are discarded or 2 years after publication of data | 2 |
| Tuskegee Study Billing Tracking System Database (TSBTS), 1989 to the present, Office of the Director, | | CDC, RCS, 4-35 | NI-442-91-9, Item 1 | Destroy when no longer needed for administrative purposes | Dispose of when administrative need is completed |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|-------------|---------------------|----------------------|--|--|
| Tuskegee Study Billing Tracking System Database TSBTS1989 to then present Office of the Director | | CDC, RCS, 4-35n | NI-442-91-9, Item 1n | Data Contained on the master file The TSBTS master file is menu driven and consists of two major components an expense data file component and a beneficiary data file component Destroy when no longer needed for administrative purposesn | Dispose of n when administrative need is completed |
| Vaccine Doses Administered Quarterly Report System Database | | CDC, RCS, 4-36 | NI-442-91-9, Item 2n | Data contained on the master file The database contains vaccine doses administered information by individual immunization project and private sector provider Destroy when no longer needed for administrative purposes | Dispose of when administrative need is completedn |
| Vaccine Inventory/Ordering System Database Immunization Services Division | | CDC, RCS, 4-37n | NI-442-91-9, Item 3n | Data contained on the master file The database contains vaccine purchase information by individual project Destroy when no longer needed for administrative purposesn | Dispose of when administrative need is completed |
| Vaccine Preventable Disease Reports and Data | | CDC, RCS, 2-75n | NI-442-97-1, Item 2n | b Electronic copies Do not transfer to the FRC Destroy when no longer needed for administrative or research purposesn | Dispose of when administrative need is completed. |
| Vaccine Purchase Request | | CDC, RCS, 2-77n | NI-442-97-1, Item 4 | Do not send to FRC Destroy when three years old | 3 |
| Vessel Sanitation Program VSP Database Office of the Director Vessel Sanitation Program | | CDC, RCS, 4-25n | NI-442-91-3, Item 1n | Data contained in the VSP Database Core information on the deficiency ratings on a ship's water, food, personnel, equipment, solid/liquid waste disposal quality status, information on various outbreaks of illnesses, etc Erase data when 5 years old or when no longer needed for administrative purposes, whichever is soonern | 5n |
| Web-based Injury Statistics Query and Reporting System | | New Itemn | New Itemn | New Itemn | 5n |

| System Name | Formal Name | Previous CDC, RCS # | Old SF-115 # | Previous Retention | Proposed Retention |
|--|-------------|------------------------|--------------|--------------------|-----------------------|
| Zimbabwe National Laboratory System for Quality Assurance Assessment (PT-Assist) | | New Item | New Item | New Item | 5 |