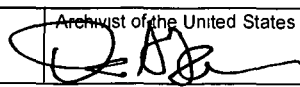
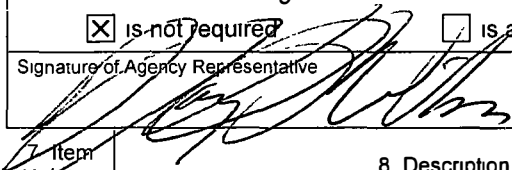


Request for Records Disposition Authority (See instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number 11 - 442 - 09 - 1	
1 From (Agency or establishment) Department of Health and Human Services		Date Received 9/25/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 HMO=s 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	NCI-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	N1-442-98-1, 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	N1-442-91-2, Item 2	Data from Databases - Destroy when no longer needed for administrative purposes	5
Etiologic 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	<u>NCI-90-78-1, Item 89</u>	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 Monitoring Surveillance System		New Item	New Item	New Item	5
Human Parvovirus B19		CDC, RCS, 4-18	N1-442-91-12, 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 TSBTSn 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 n administrative need isn 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 n administrative need isn 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 n administrative need isn 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 n administrative need isn 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