REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Health and Human Services (DHHS)

2. MAJOR SUBDIVISION

Public Health Service (PHS)

3. MINOR SUBDIVISION

Indian Health Service (IHS)

4. NAME OF PERSON WITH WHOM TO CONFER

Johanna O. Bonnelycke
PHS, Records Management Officer

5. TELEPHONE

301-443-2055

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE	ARCHIVIST OF THE UNITED STATES
3-14-96	John W. Carl

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 _10_ 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,

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/25/94	A Prentice Barnes	DHHS Record Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Withdrawal of electronic systems for Chapters 3 and 4 of the Indian Health Service Records Disposition Schedule.		
	Schedule 3		
	8-1 Patient Index Files		
	11-1 Environmental Health Reporting System Files		
	12-2 Health Education Resource Management System Work Load Data Files		
	16-1 Community Health Representatives Information System (CHRIS II) Files		
	Schedule 4		
	3-1 Population Statistics File		
	3-2 Patient Care Data File		
	3-3 Vital Events Data		
	4-5 Area Data Profiles		
	4-6 Health Services Priority Systems Data File		

115-109

MAR 20 1996 MHr Copi to: ac ., , NIA

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

Job No. N1-513-94-1, Indian Health Service

<u>Schedule 3</u>

11-1. **Environmental Health Reporting System (EHRA) Files**
11-1a. Input

TEMPORARY. Destroy when no longer needed to update the Automated Data File.

11-1b. Automated Data File

TEMPORARY. Destroy when no longer needed to manage program activities.

11-1c. Output

TEMPORARY. Destroy unpublished outputs when no longer needed to manage
program activities.

12-2. **Health Education Resources Management System (HERMS) Workload Data Files**
12-2a. Input

TEMPORARY. Destroy when agency use ceases.

12-2b. Automated Data File

TEMPORARY. Cutoff at the end of the fiscal year. Destroy two years thereafter.

12-2c. Unpublished Output

TEMPORARY. Destroy when agency use ceases.

16-1. **Community Health Representatives Information System (CHRIS-II) Files**
16-1c. CHRIS-II electronic database

TEMPORARY. Destroy when agency use ceases.

18-3. **Alcoholism Treatment Guidance System (ATGS)/ Chemical Dependency
Management Information System (CDMIS)**
18-3a. Inputs. Derived from client case file.

TEMPORARY. Destroy after data entry, unless data entry is directly from Client
Case file.

18-3b. Data and System Documentation (HQ Level)

TEMPORARY. Scratch inactive case files when agency use ceases.

18-3c. Data and System Documentation (Below HQ Level)

TEMPORARY. Scratch inactive case files when agency use ceases.

Schedule 4

3-1. **Population Statistics File**
3-1a. Computer printouts

TEMPORARY. Update annually and maintain 1 year. Destroy after next update.

3-1b. Hard copy estimates from decennial censuses

TEMPORARY. Maintain for 20 years, then destroy.

3-1c. Intercensus annual estimates

TEMPORARY. Maintain for 10 years, then destroy.

3-1d. IHS Service Population Estimates and Projections data on electronic media

TEMPORARY. Destroy when no longer needed.

3-2. **Patient Care Data File**
3-2a. Automated Inpatient Care System

PERMANENT. Transfer a copy of 1980 to present data to the National Archives within 5 years of the approval of the SF-115. Thereafter, cutoff and transfer to the National Archives at 5 year intervals.

3-2b. Automated Ambulatory Patient Care System

PERMANENT. Transfer a copy of 1980 to present data to the National Archives within 5 years of the approval of the SF-115. Thereafter, cutoff and transfer to the National Archives at 5 year intervals.

3-2c. Computer Printouts

TEMPORARY. Cut off at the close of fiscal year. Maintain for 1 year, then destroy.

3-3. **Vital Events Data**
3-3a. Automated files

TEMPORARY. Destroy when no longer needed.

3-3b. Computer printouts

TEMPORARY. Cut off at close of fiscal year. Maintain for 10 years, then destroy.

4-5. **Area Data Profiles**
4-5a. PC based word processing inputs

TEMPORARY. Disposable under GRS-23, Item 2a.

4-6. **Health Services Priority Systems (HSPS) Data File**
4-6a. Inputs

TEMPORARY. Destroy when agency use ceases.

4-6b. Automated File

TEMPORARY. Destroy when agency use ceases.

4-6c. Computer Printouts:

TEMPORARY. Maintain for 5 years, then destroy.