

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-513-97-1
1. FROM (Agency or establishment) Department of Health and Human Services (DHHS)		DATE RECEIVED	3-13-97
2. MAJOR SUBDIVISION Public Health Service (PHS)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Indian Health Service (IHS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Elizabeth L. Coburn IHS Records Management officer	5. TELEPHONE 505-248-4274	DATE	ARCHIVIST OF THE UNITED STATES
		Withdrawn	

**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 24 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 MAR 6 1997	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Attached is the revised Indian Health Service Records Disposition Schedule Chapter 1.		

## SCHEDULE 1. GENERAL

### SECTION 1 - INDIAN HEALTH MANUAL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
	<p data-bbox="177 394 874 905"><b>INDIAN HEALTH MANUAL FILES.</b> Plan of the Indian Health Manual - Parts 1 through 5 - Each of the five manual parts are composed of chapters containing information pertinent to the part subject heading . Each chapter focuses on a specific IHS organizational function, IHS program functions, or IHS administrative functions. Primary chapters in the Indian Health Manual are issued by the IHS Headquarters Offices. The manual supplements are developed by Area Office staff prescribing administrative procedures for their Area operations.</p> <p data-bbox="177 934 855 1031">The Five manual parts provide the following information or policy and procedures:</p> <p data-bbox="177 1060 815 1188"><b>PART 1 - GENERAL.</b> Provides information concerning the Indian Health Manual and other general activities of the IHS.</p> <p data-bbox="177 1218 874 1409"><b>PART 2 - SERVICES TO INDIANS AND OTHERS.</b> Establishes the policies and procedures relating to services to American Indian and Alaska Native (AIAN) people and non-Indians of the IHS.</p> <p data-bbox="177 1438 874 1608"><b>PART 3 - PROFESSIONAL SERVICES.</b> Establishes the policies, responsibilities, standards and procedures governing the medical and professional activities of the IHS.</p> <p data-bbox="177 1638 895 1854"><b>PART 4 - STAFF SERVICES/SPECIAL PROGRAMS.</b> Establishes the policies, responsibilities, standards, and procedures relating to other specific activities of the IHS except for the Management Services activities contained in Part 5.</p>	

# SCHEDULE 1. GENERAL

## SECTION 1 - INDIAN HEALTH MANUAL

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-1-1	<p><b>PART 5 - MANAGEMENT SERVICES.</b> Establishes the policies, responsibilities, standards, and procedures governing the administrative management, management, and related activities necessary to delineate in further detail and specificity Department of Health and Human Services (DHHS) policy and procedural instructions.</p>	
	<p><b>INDIAN HEALTH MANUAL ISSUANCES - IHS:</b> The purpose of these issuances is to implement the Agency's directives throughout the IHS. These issuances usually prescribe major policies and procedures to be followed within the IHS for administrative and program operations, as well as staff responsibilities, program standards, and reports required. The office of record is the office having primary responsibility for the approval of the final issuance.</p>	<i>New Content</i>
a.	Headquarters (HQ) and Area Office (AO) record copy.	<p>a. <b>PERMANENT.</b> Cut off materials as they become superseded, obsolete or rescinded and put in a closed file. Cut off the closed file every 5 years and transfer to the Federal Records Center (FRC) when oldest record is 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5</p>
b.	All other copies.	<p>b. Destroy when superseded, obsolete or rescinded. AUTH: N1-513-92-5</p>

**SCHEDULE 1. GENERAL**

**SECTION 1 - INDIAN HEALTH MANUAL**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION AUTHORITY</b>
1-1-2	<p><b>MANUAL ISSUANCE BACKGROUND FILES.</b> These are materials accumulated by all IHS offices on manual issuances which they are required to review, approve, or prepare. Materials consist of drafts, evaluations, comments, recommendations, concurrences, approvals, or other documentation contributing to Indian Health Manual clearances and publications.</p>	<p>Cut off when issuance is approved or denied. Destroy when 1 year old, unless needed for a longer period of time for administrative purposes.</p>

*New Item*

*New Title*  
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**SCHEDULE 1. GENERAL**

**SECTION 2 - IHS POLICY ISSUANCES**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION AUTHORITY</b>
1-2-1	<p><b>IHS CIRCULARS FILE.</b> The IHS circulars issue temporary policies, responsibilities, and procedural instructions when an appropriate Indian Health Manual chapter does not exist or when further development of materials is required. Circulars provide the IHS with an efficient means of providing timely guidance to program staffs. Circulars shall be reissued to the appropriate Indian Health Manual part and chapter as soon as practical.</p> <p>a. HQ and AO record copy.</p> <p>b. All other copies.</p>	<p>a. <b>PERMANENT.</b> Cut off materials as they become superseded, obsolete or rescinded and put in a closed file. Cut off the closed file every 5 years and transfer to the FRC when oldest record is 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5</p> <p>b. Destroy when superseded, obsolete or rescinded. AUTH: N1-513-92-5</p>
1-2-2	<p><b>SPECIAL GENERAL MEMORANDUMS FILE.</b> The IHS Special General Memorandums are Headquarters initiated memorandums which identify, interpret, designate and/or reiterate policy or policy related matters to which special attention must be given.</p>	

# SCHEDULE 1. GENERAL

## SECTION 2 - IHS POLICY ISSUANCES

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
a.	HQ record copy.	a. <b>PERMANENT.</b> Cut off materials as they become superseded, obsolete or rescinded and put in a closed file. Cut off the closed file every 5 years and transfer to the FRC when oldest record is 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5
b.	All other copies.	b. Destroy when superseded, obsolete or rescinded. AUTH: N1-513-92-5
1-2-3	<b>INDIAN SELF-DETERMINATION MEMORANDUMS AND ADVISORIES FILE.</b> This memorandum series is used by the Office of Tribal Activities (OTA) to prescribe policies related to Public Law 93-638 (Indian Self-Determination and Education Assistance Act) which are directed at tribes and tribal/AIAN urban organizations.	
a.	HQ (OTA) record copy.	a. <b>PERMANENT.</b> Cut off file every 5 years and transfer to the FRC when oldest record is 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5
b.	All other copies.	b. Destroy when superseded, obsolete or rescinded. AUTH: N1-513-92-5

**SCHEDULE 1. GENERAL**

**SECTION 2 - IHS POLICY ISSUANCES**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-2-4	<p><b>COMMUNITY HEALTH REPRESENTATIVE (CHR) MEMORANDUMS AND ADVISORIES FILE.</b> This memorandum series is used by the Office of Health Programs (OHP), CHR Program Section, to prescribe program policies, procedures, standards, and other development guidelines directed to IHS personnel as well as IHS/CHR program personnel.</p> <p>a. HQ (OHP) record copy.</p> <p>b. All other copies.</p>	<p>a. <b>PERMANENT.</b> Cut off materials as they become superseded, obsolete or rescinded and put in a closed file. Cut off the closed file every 5 years and transfer to the FRC when oldest record is 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5</p> <p>b. Destroy when superseded, obsolete or rescinded. AUTH: N1-513-92-5</p>
1-2-5	<p><b>THE IHS DATA SYSTEMS POLICY MANAGEMENT MEMORANDUMS FILE.</b> This memorandum series is used by the Office of Information Resources Management (OIRM) to provide guidance to Professional Specialty Groups (PSGs), field, and central office program area experts who are involved in the initial planning, implementation, operation, and maintenance of the Resource and Patient Management System (RPMS) software development.</p>	<p>Destroy when rescinded, superseded or obsolete. AUTH: N1-513-92-5</p>

# SCHEDULE 1. GENERAL

## SECTION 2 - IHS POLICY ISSUANCES

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-2-6	<b>CONTRACT POLICY MEMORANDUMS FILE.</b> This memorandum series is used by the Division of Contracts and Grants Policy to prescribe acquisition policies, procedures, and standards for IHS acquisition personnel.	Destroy when rescinded, superseded or obsolete. AUTH: N1-513-92-5
1-2-7	<b>BULLETINS FILE.</b> The IHS bulletins issue special announcements concerning matters affecting the internal administration of an office when they cannot be issued in manual form. Bulletins are issued for limited duration periods.	Destroy when rescinded, superseded or obsolete. AUTH: N1-513-92-5

New Section  
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**SCHEDULE 1. GENERAL**

**SECTION 3 - OTHER ISSUANCE SERIES**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION AUTHORITY</b>
1-3-1	<b>INSTRUCTIONS FILES.</b> Staff manuals, handbooks, guides, booklets, and directories prepared and printed by organizational components to direct and assist the performance of IHS staff in their program or administrative responsibilities.	Destroy when superseded or discontinued.
1-3-2	<b>PUBLICATIONS MASTER FILES.</b> Materials consist of formal publications issued by the IHS or its contractors. Examples include: annual or technical reports, brochures, pamphlets, booklets, newsletters, posters, maps, instructional and educational materials (including audiovisual formats). The official file copy is maintained by the office responsible for the preparation and issuance.	<b>PERMANENT.</b> Cut off when publication is superseded, cancelled, or 3 years after issuance, whichever is sooner. Offer to NARA 2 years after cutoff.
1-3-3	<b>TRAINING PUBLICATIONS FILES.</b> Official file copies of manuals, textbooks, training aids, and similar materials developed in the performance of training courses, seminars, workshops, and other activities.	<b>TEMPORARY.</b> Cutoff annually. Transfer to the FRC after 3 years. Destroy after a total retention of 10 years.

# SCHEDULE 1. GENERAL

## SECTION 4 - ORGANIZATION OF THE SERVICE

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-4-1	<p><b>ORGANIZATION AND FUNCTION ANALYSIS FILES.</b> These records include statutes and Executive Orders as well as drafts and supporting material relating to organization or reorganization, including the creation, discontinuance, and consolidation of functions, services, and activities of various organizational components. Includes interpretations and opinions of law; organizational charts; functional statements; correspondence and memoranda defining responsibilities; and copies of published directives implementing organization establishment or change. Staff studies, reports of working groups, and special reports may also be included in these files.</p>	
	a. HQ record copy of organization charts, functional statements and published directives not found elsewhere in this manual.	a. <b>PERMANENT.</b> Cut off materials as they become superseded, obsolete, or rescinded and put in a closed file. Cut off the closed file every 5 years and transfer to the FRC when oldest record is 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5
	b. All other copies and all other documents.	b. Destroy extra copies when superseded, obsolete, or rescinded. AUTH: N1-513-92-5
1-4-2	<p><b>ORGANIZATION PLANNING WORKING FILE.</b> Background materials, drafts, interim and progress reports, and related papers accumulated in organization planning projects and surveys.</p>	Destroy 6 years after final action on project or 3 years after completion of report if no final action is taken. AUTH: N1-513-92-5

SCHEDULE 1. GENERAL

SECTION 4 - ORGANIZATION OF THE SERVICE

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-4-3	Deleted item and move to new item 1-6-24.	
1-4-4	<p><b>REDESIGNING PLANNING FILES.</b> Documents relating to changes in organizations, functions, services, and activities of the IHS when such changes affect the management and operation of the agency. Included are workgroup reports, staff studies, organizational charts, functional statements, minutes of work team meetings, documents relating to overall agency mission, and copies of published issuances recommending organizational changes.</p> <p>a. Files of workgroup or team leader or recorder are designated as "office of record."</p> <p>b. Workgroup or team members' files.</p>	<p><i>New Item</i></p> <p>a. <b>PERMANENT.</b> Cutoff upon completion of action or termination of workgroup or team. Transfer to the FRC when 5 years old. Transfer to the National Archives when 20 years old.</p> <p>b. Destroy when purpose has been served or after 1 year, whichever is later.</p>
1-4-5	<p><b>HISTORICAL FILES.</b> Documents relating to the elevation of IHS to agency status and the continuing development of IHS program delivery and operations at all organization levels. Includes significant, special, or non-recurring reports and narrative accounts concerning IHS operations. Files include original correspondence, reports, and other documents related to agency activities and status. Record copy maintained by office of origin.</p>	<p><b>PERMANENT.</b> Cut off at close of fiscal year. Hold 3 years, then retire to FRC. Offer to National Archives 20 years after retirement to FRC.</p> <p><i>New Item</i></p>

## SCHEDULE 1. GENERAL

### SECTION 5 - DELEGATIONS OF AUTHORITY

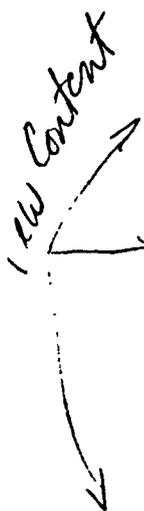
ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-5-1	<b>DELEGATIONS OF AUTHORITY.</b> Case files which document the development and clearance of delegations of authority. The office of record is the office developing the delegation of authority.	
	a. HQ and AO record copy of Program Delegations which are unique to the Agency. (Delegations only. See item b below for disposition of the case files.)	a. <b>PERMANENT.</b> Cut off superseded, rescinded, or obsolete delegations of authority and place in an inactive file. Cut off inactive file every 5 years and transfer to the FRC when oldest records are 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5
	b. Administrative Delegations which deal with matters such as annual leave, printing, travel, etc., all copies of program delegations (item 5-1a above) other than the record copy, and all case files relating to the development and clearance of delegations of authority.	b. Cut off when rescinded, superseded or obsolete and place in an inactive file. Cut off inactive file annually and destroy when 5 years old. AUTH: N1-513-92-5

# SCHEDULE 1. GENERAL

## SECTION 6 - PROGRAM ADMINISTRATION

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-6-1	<p><b>PROGRAM CORRESPONDENCE FILE.</b> An accumulation of official correspondence documenting an action or providing valuable information. The office with the primary responsibility for carrying out the program action and/or function will generally be the "office of record." The office of record is located at the "action" office level and <u>not</u> the signatory level.</p>	<p>a. <b>PERMANENT.</b> Cut off file at the close of the fiscal year. Transfer to the FRC when 5 years old. Transfer to the National Archives in 5 year blocks when oldest records are 20 years old. AUTH: N1-513-92-5</p>
	<p>a. Program correspondence file maintained at the Division level or above in IHS Headquarters sites. These files are accumulated by the Director, Associate Directors, and Division Directors at the Headquarters level. Also, includes program correspondence files maintained in the Area Directors' and Service Unit Directors' offices. These records document policy making decisions or significant program management functions.</p>	
	<p>b. Program correspondence files maintained below the Division level in IHS Headquarters sites. Also includes program correspondence maintained by all Area Office and Service Unit staffs other than those in the Area Director's and Service Unit Director's office.</p>	<p>b. Cut off at the close of the fiscal year. Transfer to the FRC when 2 years old. Destroy when 6 years old. AUTH: N1-513-92-5</p>

*AW Content*



SCHEDULE 1. GENERAL

SECTION 6 - PROGRAM ADMINISTRATION

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-6-2	EXECUTIVE CHRONOLOGICAL FILE. Files consisting of extra copies of outgoing correspondence signed by the Director.	Cut off at the close of the fiscal year. Destroy when 1 year old. (Record copy is maintained under Schedule 1, Item 6-1, Program Correspondence files.) AUTH: N1-513-92-5
1-6-3	Deleted item.	
1-6-4	<p>COMMITTEE MANAGEMENT FILE. Documents created in coordinating the establishment, continuance, and dissolution of committees, including tribal committees, task forces, councils, boards, panels, and comparable groups. Includes committee establishment proposals, directives and charters establishing the committee, a resume of major points of interest concerning committee meetings and the general operations thereof, a terminating directive, and a final committee report and finding. They may also include copies of minutes of meetings and other papers relating to the establishment, revision or termination of individual studies and/or projects.</p> <p>a. Files of committee chairman, secretary, or recorder which are designated as "office of record."</p> <p>b. Committee members' files.</p>	<p><i>New Content</i></p> <p>a. PERMANENT. Cut off upon completion of action or termination of committee. Transfer to the FRC when 5 years old. Transfer to the National Archives when 20 years old. AUTH: N1-513-92-5</p> <p>b. Destroy when purpose has been served or after 1 year, whichever is later. AUTH: N1-513-92-5</p>

**SCHEDULE 1. GENERAL**

**SECTION 6 - PROGRAM ADMINISTRATION**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-6-5	Deleted item.	
1-6-6	Deleted item.	
1-6-7	Deleted item.	
1-6-8	<p><i>New Item Title</i></p> <p><b>EXTERNAL AUTHORITY AUDIT CASE FILE.</b> Documents accumulated in the coordination of GAO, IG, NARA, and other external authority audits to ensure accuracy, propriety, legality, and reliability of the use of assets. Included are communications about scheduled audits, drafts and final audit reports, responses, comments, recommendations, reports on corrective actions planned and taken, and directly related papers.</p>	<p>Cut off at close of fiscal year in which audit is completed. Transfer to the FRC when 4 years old. Destroy when 10 years old. AUTH: N1-513-92-5</p>
1-6-9	Deleted item.	
1-6-10	Deleted item.	
1-6-11	<p><b>CONGRESSIONAL INVESTIGATION FILE.</b> Documents accumulated as a result of investigations and studies of IHS activities by congressional committees. Included are papers relating to the conduct of the investigations, information on the activities of investigating committees, analysis of committee reports, committee recommendations, and IHS replies.</p> <p>a. Records maintained in the office responsible for congressional liaison.</p>	<p>a. <b>PERMANENT.</b> Place in inactive file when investigation is closed. Cut off inactive file at close of fiscal year. Transfer to the FRC when 1 year old. Transfer to the National Archives when 20 years old. AUTH: N1-513-92-5</p>

**SCHEDULE 1. GENERAL**

**SECTION 6 - PROGRAM ADMINISTRATION**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION AUTHORITY</b>
b.	Records maintained in other offices.	b. Cut off at close of fiscal year in which investigation is closed. Destroy when 2 years old. AUTH: N1-513-92-5
1-6-12	Deleted item and moved to new item 4-	
1-6-13	Deleted item and moved to new item 4-13-1	
1-6-14	Deleted item and moved to new item 4-13-2	
1-6-15	Deleted item and moved to new item 4-13-3	
1-6-16	Deleted item and moved to new item 4-13-4	
1-6-17	Deleted item and moved to new item 4-13-5	
1-6-18	Deleted item and moved to new item 4-13-6	
1-6-19	Deleted item and moved to new item 4-13-7	
1-6-20	Deleted item and moved to new item 4-13-8	
1-6-21	Deleted item and moved to new item 4-13-9	

**SCHEDULE 1. GENERAL**

**SECTION 6 - PROGRAM ADMINISTRATION**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-6-22	<p><b>INTERAGENCY AGREEMENT CASE FILE.</b> Files contain formal agreements between IHS and other Federal agencies to perform services on a reimbursable basis. Documents include preaward data such as contract action; basic interagency agreement and subagreement; modifications and supporting papers; cost estimates and related data; voucher transfers between appropriations and/or funds; vouchers and schedules of withdrawals and credits; technical, financial, and other miscellaneous reports; press releases, information bulletins, and related papers.</p>	<p>File in an inactive file when final payment is made. Cut off inactive file at close of fiscal year. Transfer to the FRC when 2 years old. Destroy when 6 years old. AUTH: N1-513-92-5</p>
1-6-23	<p><b>SERVICE UNIT PROGRAM POLICY AND PROCEDURES MANUALS.</b> Includes service unit documentation for the full range of program policies and procedures to assure the highest possible quality care. Included are health/medical program standards, standards of clinical care, audit criteria, and reports applicable to the IHS, JCAHO, HCFA, FMFIA and/or state laws.</p>	<p>Cut off when superseded, obsolete, or rescinded. Destroy when 5 years old or maintain to meet OSHA requirements.</p> <p><i>New Item</i></p>
1-6-24	<p><b>PROGRAM EVALUATION PROJECT FILE.</b> Documents accumulated in evaluating IHS program efforts to determine if goals were achieved, to assess the effectiveness of the program, and to identify successful and unsuccessful projects. Included are copies of reports, questionnaires, and other data; evaluation of guidelines and procedural documents; progress reports and other papers reflecting status of project; background materials, similar papers; and a copy of the final evaluation report.</p>	<p><i>Item moved from Section 4 to 6.</i></p>

# SCHEDULE 1. GENERAL

## SECTION 6 - PROGRAM ADMINISTRATION

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
a. Final reports.		a. PERMANENT. Cut off after completion of project and place in an inactive file. Cut off inactive file every 5 years and transfer to the FRC when oldest records are 7 years old. Transfer to the National Archives when oldest record is 20 years old. AUTH: N1-513-92-5
b. All other documents.		b. Cut off at close of fiscal year in which evaluation project is completed. Hold 3 years, then transfer to the FRC. Destroy 10 years after cutoff. AUTH: N1-513-92-5
1-6-25	<b>MEETINGS OF THE COUNCIL OF AREA AND ASSOCIATE DIRECTORS FILE.</b> Correspondence and materials in preparation for the quarterly meeting of the Council. Includes notices of the meetings, follow-up activities, action items, materials prepared for and distributed at the meetings along with agendas.	PERMANENT. Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.
1-6-26	<b>MINUTES OF THE COUNCIL OF AREA AND ASSOCIATE DIRECTORS FILE.</b> The minutes of the Indian Health Service Council of Area and Associate Directors documents the proceedings of administrative Agency decisions.	PERMANENT. Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.

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1-6-25 & 1-6-26  
Items moved from Schedule 4,  
Section 7 to this section.

## SCHEDULE 1. GENERAL

### SECTION 7 - RESEARCH ACTIVITIES

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-7-1	<b>RESEARCH PROJECT ACTIVITIES FILE.</b> These projects are funded by IHS and other funding sources. Information consists of the description of the project, methodology, funding requirements, progress reports, site visit reports, committee reports and other records pertaining to research projects. Excluded are such non-record items such as intermediate drafts, reference copies of articles, memoranda containing non-substantive comments of report, and the like, which should be destroyed when the project is closed out.	<b>PERMANENT.</b> Cut off on completion of project. Transfer to the FRC when 2 years old. Transfer to the National Archives when 20 years old. AUTH: N1-513-92-5
1-7-2	<b>RESEARCH COMMITTEE FILE.</b> Meeting minutes concerning research, cancer research, funding, health projects, and policies and procedures.	<b>PERMANENT.</b> Cut off on completion of project. Transfer to the FRC when 2 years old. Transfer to the National Archives when 20 years old. AUTH: N1-513-92-5
1-7-3	<b>PROGRAMS STUDY FILE.</b> These records consist of program studies, program process, program progress and patient satisfaction studies.	<b>PERMANENT.</b> Cut off at end of study. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old. AUTH: N1-513-92-5

*Added Content from 6-06*

**SCHEDULE 1. GENERAL**

**SECTION 8 - FEDERAL EMPLOYEES HEALTH PROGRAM**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-8-1	<b>EMPLOYEE MEDICAL FOLDER (EMF).</b>	
	a. Long-term medical records as defined in 5 CFR part 293, subpart E.	
	(1) Transferred employees	See 5 CFR part 293, subpart E for instructions.
	(2) Separated employees	Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.
	b. Temporary or short-term records as defined in the FPM.	Destroy 1 year after separation or transfer of employee.
	c. Individual Employee Health Case Files created prior to establishment of EMF system that have been retired to an FRC.	Destroy 60 years after retirement to FRC.

**SCHEDULE 1. GENERAL**

**SECTION 9 - OCCUPATIONAL HEALTH AND SAFETY  
MANAGEMENT PROGRAM**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-9-1	<b>ANNUAL SAFETY MANAGEMENT REPORT.</b> An annual report compiled by IHS Safety Management Officer which details activities conducted by Headquarters and Area Safety Officers.	Destroy when 5 years old. AUTH: N1-513-92-5
1-9-2	<b>ACCIDENT REPORTING SYSTEM.</b> A collection of Department of Health and Human Service (DHHS) 516 report of injuries to IHS employees, patients, and visitors to IHS facilities and property damage in excess of \$500.00.	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy when 3 years old. AUTH: N1-513-92-5
1-9-3	<b>SAFETY DATA MANAGEMENT.</b> A collection of incident reports involving employees, patient, or visitor injuries; property damage; equipment malfunction or operator errors; and utilities malfunctions or operator errors.	Cut off file at end of the fiscal year. Destroy when 3 years old. AUTH: N1-513-92-5

## SCHEDULE 1. GENERAL

### SECTION 10 - EMERGENCY OPERATIONS OF IHS FIELD ACTIVITIES

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-10-1	<p><b>EMERGENCY PLANNING CASE FILES.</b> Emergency operating plans which provide for continuity of Agency operations and other background papers, such as changes to plans, coordinating actions, and other documents.</p>	<p>a. <b>PERMANENT.</b> Cut off when superseded or obsolete and place in an inactive file. Cut off inactive file every 10 years. Transfer to the National Archives in 10 year blocks when oldest record is 20 years old. AUTH: N1-513-92-5</p>
	<p>a. One record copy of each plan or directive issued, if not included in the Agency's permanent set of master directives files.</p>	
	<p>b. Case file copy of plan or directive if Agency record copy is maintained in a master directives file and all related background materials.</p>	<p>b. Destroy 3 years after issuance of a new plan or directive. AUTH: N1-513-92-5</p>
1-10-2	<p><b>EMERGENCY TEST AND EXERCISE FILE.</b> Consolidated or comprehensive reports reflecting Agency-wide results of tests such as instructions to participants, staff assignments, messages, tests of communications and facilities, and copies of report or directives.</p>	<p>a. <b>PERMANENT.</b> Cut off when related plan or directive becomes obsolete or is superseded and place in an inactive file. Cut off inactive file in 10 year blocks. Transfer to the National Archives in 10 year blocks when oldest record is 20 years old. AUTH: N1-513-92-5</p>
	<p>a. Consolidated or comprehensive reports.</p>	

**SCHEDULE 1. GENERAL**

**SECTION 10 - EMERGENCY OPERATIONS OF IHS FIELD ACTIVITIES**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF RECORDS</b>	<b>DISPOSITION AUTHORITY</b>
	b. Other papers.	b. Cut off at close of fiscal year in which test is completed. Destroy when 3 years old. GRS 18/28 AUTH: N1-513-92-5

New Content for Section 11 -

SCHEDULE 1. GENERAL

SECTION 11 - P.L. 93-638 CONTRACTS AND GRANTS

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-11-1	<p><b>INDIAN SELF-DETERMINATION CONTRACT/GRANT FILES.</b> Case files which document contracts or grants to Indian tribes under the contracting process for Public Law 93-638 for the administration of programs. Case papers include applications, instrument awards, special conditions, fiscal and program review checklists, memoranda, adjustment notices, financial and narrative progress reports, financial payment records, monitoring reports, and related correspondence. Case files cannot be closed and retired without the inclusion of final payment records and other necessary financial documents.</p> <p>a. Contracting office.</p> <p>b. All other copies.</p>	<p>a. <b>PERMANENT.</b> Cutoff at close of fiscal year in which contract is closed out. Retire to FRC when 3 years old. Transfer to NARA 20 years after cutoff.</p> <p>b. Cutoff at close of fiscal year in which contract is closed out. Destroy one year after final payment, unless needed for administrative purposes.</p>

**SCHEDULE 1. GENERAL**

**SECTION 11 - P.L. 93-638 CONTRACTS AND GRANTS**

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
1-11-2	<p><b>GRANT/CONTRACT MONITORING FILES.</b>                      Working files maintained by program/project officers responsible for administering IHS contracts. Includes copies of documents found in the <u>official</u> contract file such as contractor activities, evaluation proposals, reports, and related correspondence.</p>	<p>Cutoff at close of fiscal year in which final payment is made. Hold 3 years or until volume warrants; transfer to FRC. Destroy 6 years, 3 months after final payment.</p>
1-11-3	<p><b>PUBLIC LAW (P.L.) 93-638 FILES - HQ/AO.</b> Legislation, both current and historical documents, relative to the inception of this Act.</p> <p>a. HQ.</p> <p>b. AO.</p>	<p>a. Cut off when superseded or obsolete. Destroy when 3 years old. AUTH: N1-513-92-5</p> <p>b. Destroy when superseded or obsolete. AUTH: N1-513-92-5</p>