

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	NI-513-97-2
1. FROM (Agency or establishment) Department of Health and Human Services (DHHS)		DATE RECEIVED	7-31-97
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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

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 4 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 JUL 29 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 GRS OR SUPERSEDED JOB CITATION	10.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 new Section 19-Urban Programs, Schedule 3. Professional Services of the Indian Health Service Records Disposition Schedule.		

SCHEDULE 3. PROFESSIONAL SERVICES

SECTION 19 - URBAN PROGRAMS

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
3-19-1	<p>URBAN HEALTH SERVICES CONTRACT/GRANT FILES. Case files which document contracts or grants under the contracting process for Public Law 94-437 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. PERMANENT. Cut off at close of fiscal year in which contract is closed out. Retire to FRC when 3 years old. Transfer to NARA 20 years after cut off.</p> <p>b. Cut off at close of fiscal year in which contract is closed out. Destroy one year after final payment, unless needed for administrative purposes.</p>
3-19-2	<p>GRANT/CONTRACT MONITORING FILES. Working files maintained by program/project officers responsible for administering IHS contracts. Includes copies of documents found in the <u>official</u> contract files such as contractor activities, evaluation proposals, reports, and related correspondence.</p>	<p>Cut off 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>
3-19-3	<p>MINUTES OF BOARD OF DIRECTORS MEETINGS. The minutes of the Board of Directors documents the proceedings of Program decisions.</p>	<p>PERMANENT. Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.</p>

SECTION 19 - URBAN PROGRAMS

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
3-19-4	MEETINGS OF THE BOARD OF DIRECTORS FILES. Correspondence and materials in preparation for the meeting of the BOARD. 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.
3-19-5	MINUTES OF STAFF MEETINGS. The minutes of monthly staff meetings involving all key personnel.	Cut off annually. Destroy when 3 years old.
3-19-6	LEGISLATIVE REQUIREMENTS REVIEWS. These files document the performance of certain activities specified in the legislative language of the Indian Health Care Improvement Act and the Indian Health Care Amendments of 1980. Files may contain recommendations to IHS and Federal, State, Local and other resource agencies on methods of improving health service programs to meet the needs of Urban Indians.	PERMANENT. Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.
3-19-7	PROGRAM OVERVIEW FILES. Case files which document the organizational history and structure, goals and objectives, present status, trend data and major contributions the program makes in the service area.	PERMANENT. Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.
3-19-8	REPORTS OF PROGRAM ACTIVITIES. Quarterly reports documenting actual expenditures, major issues requiring Governing Body interpretation of policy, reports include progress toward achieving goals and objectives, number of actual services, and recommendations for corrective actions.	PERMANENT. Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.
3-19-9	SITE VISITS FILES - HQ/AO. Reports identifying deficiencies and corrective actions cited at various site reviews.	Cut off at close of fiscal year. Destroy when 3 years old.
3-19-10	PROTOCOLS. Urban Indian Health programs shall have written protocols for each of the services provided.	Destroy when superseded, obsolete or rescinded.

SCHEDULE 3. PROFESSIONAL SERVICES

SECTION 19 - URBAN PROGRAMS

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY
3-19-11	QUALITY ASSURANCE FILES. These files document the systematic process to monitor, assess and improve the quality of patient care in the Urban Indian Health Program.	Cut off at the end of fiscal year. Destroy when 3 years old.
3-19-12	MINUTES OF QUALITY ASSURANCE MEETINGS. The minutes document that the Quality Assurance program includes a "peer review" process, objective criteria, conclusions and recommendations, and evidence identifying problems are tracked to monitor improvement.	Cut off at the end of fiscal year. Destroy when 3 years old.
3-19-13	<p>PATIENT SATISFACTION ASSESSMENT SYSTEM FILES. These files are maintained by the Patient Satisfaction Assessment System Coordinator who coordinates the System activities and is responsible for the transmittal of information to the designated Area Office.</p> <p>a. Area Office.</p> <p>b. Service Unit/Health Clinic</p>	<p>Cut off at the end of fiscal year. Destroy when 3 years old.</p> <p>Destroy when superseded, obsolete or rescinded.</p>
3-19-14	PATIENT RIGHTS AND RESPONSIBILITIES FILES. These files document the process of recognizing and protecting the rights of the patients in the Urban Indian Health Program.	Cut off at the end of fiscal year. Destroy when 3 years old.
3-19-15	TECHNICAL ASSISTANCE REVIEW FILES. Documents Urban Indian Health programs use and need of technical assistance. This information assists both the program and the Indian Health Service in determining the types of technical assistance that Urban Indian Health programs need.	PERMANENT. Cut off annually. Transfer to the FRC when 3 years old. Transfer to the National Archives when 20 years old.
3-19-16	FINAL REPORT. The final report consists of nine-one page summaries focusing on the background, findings, and recommendations of the Urban Indian program evaluation.	

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