

| Request for Records Disposition Authority<br><small>(See instructions on reverse)</small>   |   | Leave Blank (NARA Use Only)   |  |
|---|---|---|--|
| To: National Archives and Records Administration (NIR)<br>Washington, DC 20408  |   | Job Number<br><i>N1-424-07-1</i>  |  |
| 1. From: (Agency or establishment)<br><b>US Consumer Product Safety Commission (US CPSC)</b>  |   | Date Received<br><i>4/26/07</i>   |  |
| 2. Major Subdivision<br><b>Directorate for Information Services (EXIT)</b>  |   | <b>Notification to Agency</b><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><b>ITIM</b>   |   |   |  |
| 4. Name of Person with whom to confer<br><b>Angela T. Heggs</b>   | 5. Telephone (include area code)<br><b>301-504-6991</b> | Date<br><i>12/19/02</i>   | Archivist of the United States<br><i>[Signature]</i> |
| <b>6. Agency Certification</b><br>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 <u>2</u> 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:<br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested |   |   |  |
| Signature of Agency Representative<br><i>Angela T. Heggs</i>  |   | Title<br><b>Records Officer</b>   |  |
|   |   | Date (mm/dd/yyyy)<br><b>04/23/2007</b>  |  |

| 7.<br>Item<br>Number | 8. Description of Item and Proposed Disposition | 9. GRS or<br>Superseded<br>Job Citation | 10. Action<br>taken (NARA<br>Use Only) |
|----------------------|---|---|--|
| SEE ATTACHED SHEETS  |   |   |  |

*SH 12/28/07 copies sent to Agcy, NWMD, NWME, NWCT*

CONSUMER PRODUCT SAFETY COMMISSION (CPSC)  
DIRECTORATE FOR EPIDEMIOLOGY (EP)  
DIVISION OF HAZARD AND INJURY DATA SYSTEMS

The CPSC protects the public against unreasonable risk of injury associated with consumer products; assists consumers in evaluating the comparative safety of consumer products; develops uniform safety standards for consumer products and minimizes conflicting state and local regulations; and promotes research and investigation into the causes and prevention of product-related deaths, illnesses and injuries.

ITEM 1. Death Certificate Project System (DTHS)

Description: This database collects data on product-related deaths extracted and coded from death certificates that CPSC purchases from the fifty states, the District of Columbia, and New York City so that the agency may identify and work to reduce or eliminate the hazards associated with consumer products.

a. Master File.

**Disposition:** PERMANENT – Transfer a copy of the master data set for 1973-1999 and 2000-2004 immediately. Transfer a copy of the data for additional years in a (5) five year block when the latest record is (1) one year old, e.g. 2005-2009 in 2010. Transfers should be in accordance with regulations noted in 36 CFR 1228.270 (Transfer of machine-readable records to the National Archives).

~~b. Input Data. Death certificates purchased by CPSC from the 52 health jurisdictions are received in hard-copy form. Staff members (Coders) review each product-related certificate, assign unique product codes to each type of product, and key in coded data and a narrative directly into the system.~~

~~**Disposition:** Disposition for this item covered under job number NCI-424-76-1 Item 38.~~

c. Output Data. Data used for various purposes such as background for preparation of reports, notifications and public service announcements and are scheduled as parts of other records series, e.g., a table is produced each year for CPSC's Annual Report. Various other reports are produced on an ad hoc basis for analysis, quality control, or in response to FOIA requests.

**Disposition:** TEMPORARY - Destroy/delete when obsolete or superseded by a subsequent report.

d. Documentation. Records necessary to document how the system captures, manipulates and outputs data.

**Disposition:** PERMANENT – Transfer to the National Archives with the initial transfer of item 1 (a), and then subsequently with every transfer, or with every change made to the documentation.

**Restrictions:** Section 6(b) of the Consumer Product Safety Act requires that the Commission provide advance notice to a manufacturer or private labeler of its intent to release data to the public which pertains to that manufacturer or private labeler if the identity of that manufacturer or private labeler can be ascertained from the information to be released. There may be some DTHS narratives which contain brand names of drugs and/or consumer products. The data can be released without the narrative portion without restriction.