

MEMORANDUM TO: RECORDS MANAGEMENT PROGRAM OFFICERS

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER,
OFFICE OF RECORDS AND BUSINESS MANAGEMENT,
RECORDS MANAGEMENT DIVISION, SO-312

SUBJECT: RM 00-17, PROPOSED EXTENSION OF THE
EPIDEMIOLOGICAL MORATORIUM

Attached is a listing of four disposition authorities from the Administrative Schedules to which the Office of Health Studies (EH-6) proposes to extend the epidemiological moratorium. The four authorities are new; that is, EH-6 was not able to locate them in other approved Departmental schedules or in the General Records Schedule. They are, however, closely related to disposition authorities that are currently under the moratorium. It is the opinion of EH-6 that records assigned retention periods under these authorities will be useful for health studies.

Before officially extending the moratorium to additional disposition authorities, I would like each site to determine the impact of this action. Please review the attached listing and **estimate** the following for both Federal and contractor records:

- a. Volume of records applicable to these authorities; and,
- b. Volume of records under these authorities that are held in Federal Records Centers.

Also, in one paragraph or less, please address any increase in storage costs and other difficulties that will be encountered as a result of extending the freeze as proposed. Please provide this information to my office, attention Sharon Evelin, no later than September 28, 2000.

Attachment