

QUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency: **STATE DEPARTMENT OF HEALTH**
2. Division or Bureau of Requesting Agency: **BUREAU OF PREVENTIVE MEDICINE
DIVISION FOR CRIPPLED CHILDREN AND HEART
DISEASE CONTROL**

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records: Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.
6. Recommendation of Hall of Records and Board of Public Works.

1. RHEUMATIC FEVER REPORT CARDS

Form No.: 1407, U. S. Public Health Service form
Size: 3 1/2" x 5 1/2"
Quantity: 1 linear foot
Dates: 1943 - -
File Arrangement: By year and alphabetical therein
Annual Accumulation: one linear inch

This U. S. Public Health Service form was used to report any communicable disease to the local health officers. Since July 1952 rheumatic fever has not been a reportable disease and use of the cards was discontinued.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative
Signature: *Clement W. Gamist* Title: *Chief Bus Mngt* Date: *12/15/55*

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
Date: *1/5/56* Archivist: *Morris S. Radloff*

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
Date: *JAN 5 1956* Secretary: *[Signature]*