

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0511-2024-0002

Status: APPROVED
Date Approved: 04/08/2024

General Information

| | |
|--|---|
| Agency or Establishment | Substance Abuse and Mental Health Services Administration |
| Record/Scheduling Group | 0511 - Records of the Alcohol, Drug Abuse, and Mental Health Administration |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | Historical Records from SAMHSA and Predecessor Agencies |
| Additional Schedule Information | This schedule is a one-time schedule to cover boxes of historic records that were located onsite at SAMHSA. The records include records from SAMHSA predecessor, ADAMHA, as well as predecessor functions inherited from the PHS. |
| Is There a Classified Version of This Schedule? | No |
| Is consultation and coordination with Tribal Governments required? | No - the records covered by this schedule do not implicate Tribal interests |

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 0

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0511-2024-0002

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Unpublished Statistical Reports and Summaries | Permanent |
| 0002 | Published Statistical Reports and compilations | Permanent |
| 0003 | Management Records | Permanent |

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Records Schedule Items

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|---|--|-----------------------|
| DAA-0511-2024-0002-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Unpublished Statistical Reports and Summaries | |
| Item Description | Various unpublished statistical reports, summaries, inventories, surveys (including raw data), methodology, and other related records that address a wide range of mental health facilities across the United States from 1922-2000. The records were created under the Public Health Service, ADAMHA and SAMHSA in order to determine the current status of mental health facilities (including private and public facilities) and develop improvement programs. The information is primarily statistical tabulations, and no identifying patient information is included. The records are organized by facility, and in some cases facility type (i.e., State run, religious institution, youth facilities, etc.), region, and year. | |
| Is this item media neutral? | No | |
| Media limitation | Paper/analog only | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Permanent | |
| Cutoff Instructions | Cut off at end of Calendar year when report was created. | |
| Are there multiple instructions for this item? | No | |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cutoff | |
| ADDITIONAL INFORMATION | | |
| Current Records Format | Paper-based textual records:11 CF | |
| Approximate first year of records covered by this authority | 1922 | |
| End year of records covered by this authority | Year: 2004 | |
| Date span of the initial transfer | From: --/--/1922 To: --/--/2004 | |
| Frequency of transfer | 0 | |

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| Are any of the records covered by this item subject to a FOIA exemption? | No |
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|--|---|
| DAA-0511-2024-0002-0002 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Published Statistical Reports and compilations |
| Item Description | Various published reports of Mental Health surveys about mental health institutions across the United States. These published reports include similar information as provided in the unpublished surveys and are also statistical in nature. These publications were created by SAMHSA and its predecessors ADAMHA and PHS and are identified as the record set for each corresponding report. A few additional reports from SAMHSA cover information about mental health and related issues across the U.S. more generally and are not institution specific. |
| Is this item media neutral? | No |
| Media limitation | Paper/analog only |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Cut off at end of Calendar year when report was published. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Paper-based textual records:6 CF |
| Approximate first year of records covered by this authority | 1910 |
| End year of records covered by this authority | Year: 1997 |
| Date span of the initial transfer | From: --/--/1910 To: --/--/1997 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

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|--|--|-----------------------|
| DAA-0511-2024-0002-0003 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Management Records | |
| Item Description | Internal management files and manuals from SAMHSA and ADAMHA that cover organizational structure, restructuring, functions, program overviews, delegations of authority, and other related organizational history. | |
| Is this item media neutral? | No | |
| Media limitation | Paper/analog only | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Permanent | |
| Cutoff Instructions | Cut off at end of Calendar year when records were created. | |
| Are there multiple instructions for this item? | No | |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cutoff | |
| ADDITIONAL INFORMATION | | |
| Current Records Format | Paper-based textual records:8 CF | |
| Approximate first year of records covered by this authority | 1974 | |
| End year of records covered by this authority | Year: 2009 | |
| Date span of the initial transfer | From: --/--/1974 To: --/--/2009 | |
| Frequency of transfer | 0 | |
| Are any of the records covered by this item subject to a FOIA exemption? | No | |

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Signatory Information

| Action | User | Date |
|---------------|-----------------|-------------|
| Accept | Bethany Reiswig | 01/09/2024 |
| Approve | Colleen Shogan | 04/08/2024 |