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Subject Outlines/Codes: Health and Sanitation

A Mandatory Reference for ADS Chapter 502

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HEALTH AND SANITATION

Instructions: This category is designed for material regarding health and sanitation in cooperating countries; Agency activities in the administration and conduct of medical and public health programs; family planning, population, and technical aspects of public health, medicine, and sanitation; and Agency policy, procedures, and methods of implementing programs in these fields.

Subject Files	File Classification	Description of Records
Health and Sanitation	General	Correspondence, reports, and evaluation and planning material regarding health and sanitation technical aid aspects of the foreign aid program; correspondence, reports, and planning material relating to multilateral funding of Health and Sanitation programs and projects in host countries, including program purposes and concept and decision or conditions affecting the course of its conduct.
Development of Health Personnel	HLS 1	Correspondence, reports, and evaluation and planning material regarding health and sanitation training of nationals of cooperating countries; administration and operation of medical, nursing, and health schools in cooperating countries. Case file by name of school as needed.
Diseases	HLS 2	Correspondence, reports, and evaluative and planning material regarding the detection, spread, and treatment of diseases and chronic health conditions in cooperating countries. Includes emergency medical activities; medical uses of atomic energy and drugs; and research into diagnosis, control, treatment, and eradication of diseases, including drug addiction.
Health Education	HLS 3	Correspondence, reports, and evaluative and planning material regarding activities for promotion of modern sanitation and disease prevention and control practices among populations of cooperating countries.
Health Facilities	HLS 4	Correspondence, reports, and evaluative and planning material regarding health centers, hospitals, clinics, laboratories, pharmacies, dispensaries, and mobile units in cooperating countries.
Nursing	HLS 5	Correspondence, reports, and evaluative and planning material regarding the quality and adequacy of nursing

Subject Files	File Classification	Description of Records
		services in cooperating countries.
Nutrition	HLS 6	Correspondence, reports, and evaluative and planning material regarding nutrition in cooperating countries. Includes programs to combat malnutrition, improve food, etc. File material concerning the overall nutrition program in this category. Use individual tertiary breakdowns for material regarding specific phases of the program.
Sanitation	HLS 7	Correspondence, reports, and evaluative and planning material regarding all aspects of environmental sanitation, sanitary engineering, and inspection activities. Use tertiary breakdowns for specific areas such as: design, construction, and engineering management of rural and urban community water supply systems, including water pollution and purification; industrial hygiene conditions in cooperating countries, and programs for their improvement; and control of insects and rodents that affect health conditions in cooperating countries.
Research	HLS 8	Correspondence, reports, and evaluative material regarding health and sanitation research that cannot be filed under another breakdown in this outline. Includes periodic summaries of basic vital statistics used to support or verify findings relative to health and sanitation research in cooperating countries.
Population and Family Planning	HLS 9	Correspondence, reports, and evaluative material regarding birth control and family planning as means of coping with too rapid population growth, and related demographic studies. Case file by area of activity as volume warrants.

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