

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK		
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-90-86-2		
1. FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED 10-30-85		
2. MAJOR SUBDIVISION Public Health Service		NOTIFICATION TO AGENCY		
3. MINOR SUBDIVISION Alcohol, Drug Abuse, and Mental Health Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.		
4. NAME OF PERSON WITH WHOM TO CONFER Linda Querec <i>Linda Querec</i> PHS Records Officer		5. TELEPHONE EXT. 443-2055	DATE 2-13-86 <i>Frank A. Bunde</i>	
6. CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES		
<p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of <u>1</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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.</p> <p>A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.</p>				
B. DATE 10/17/85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deat</i> Dr. George Deat	D. TITLE Management DHHS Records Officer		
7. ITEM NO. ADAMHA, RCS B-311, 32	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> Amendment to item 32 (description). <u>Official Grant Case Files</u> 1. <u>Description:</u> These files consist of individual official case folders on approved and paid grants and awards to public and private institutions and to individuals. Included are the following types of records; applications and supporting materials summary of review action, approval and award documents, encumbering and paying documents, financial records, reports of project site visits, copies of progress and published reports, termination documents, final reports, and other pertinent material as officially required. Included as a separate part of the record case folder is correspondence and related material. Add to item 32. I. <u>ADMS Block Grants</u> <u>Disposition:</u> Cut off file after termination of grant period and receipt of annual report for fiscal year of award and put in inactive file. Hold 2 years and retire to FRC. Destroy when 5 years old. <u>Beth G. Cook</u> ADAMHA Records Officer		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
DATE 10/21/85		Phone Number 443-4543		1 item