

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 12 78 1	
DATE RECEIVED	
6 APR 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
APR 11 1978	<i>James B. Rhoads</i>
Date	Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION  
Office of Education

3. MINOR SUBDIVISION  
Bureau of Higher and Continuing Education

4. NAME OF PERSON WITH WHOM TO CONFER  
Thomas F. McAnallen

5. TEL EXT  
245-3253

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

3/28/78	<i>Russell C. Hess</i>	Department Records Management Officer
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/27/78	<i>James B. Rhoads</i>	Chief, Records Management

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	OE Records Control Schedule, Appendix B-400, Part IV item 30 <u>Certification of Right to Construct, Maintain AND Operate Facilities</u>  A. For Construction Grants and related documents to Higher Education facilities  Destroy when 20 years old.	B-470, item 30A.	

*mg 7-25-78*  
*All PRC's agency*