

Rec'd NCD 27 Jul 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-12-79-1
DATE RECEIVED	23 JUL 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	8-14-79 James E. O'Neill acting Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
HEALTH, EDUCATION, AND WELFARE

2. MAJOR SUBDIVISION
U.S. OFFICE OF EDUCATION

3. MINOR SUBDIVISION
DEPUTY COMMISSIONER FOR RESOURCES AND OPERATIONS

4. NAME OF PERSON WITH WHOM TO CONFER
JAMES ARNESON

5. TEL EXT
245-8254

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 2 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.

C. DATE 7-12-79	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Division of Management Systems and Analysis
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
21	<p>Official Record Copies of Accountable Officers and Expenditure Accounting records; of Administrative and program accounts created after FY 77.</p> <p>Included are progress reports, and other correspondence related to the accounts.</p> <p>A. Purchase documents, specifications, schedules of delivery, initiating requisitions, invoices, contracts and grant.</p> <p>Destroy hard copy immediately after master microfiche has been made, proofed, tested, approved, and indexed.</p> <p>Retain master microfiche 10 years after audit clearance.</p> <p>B. Statements of transactions, statements of collection vouchers, disbursement schedules, disbursement vouchers or documents used as schedules.</p>		

PL
5-14-79

cc: ~~ARNS~~ 8/15/79
cc: Agency: 8-15-79: K I.D.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21	<p>Destroy hard copy immediately after master microfiche has been made, proofed, tested, approved, and indexed.</p> <p>Retain master microfiche 10 years after audit clearance.</p> <p>C. Expenditure accounting ledgers, and appropriation allotment records.</p> <p>Destroy hard copy immediately after master microfiche has been made, proofed, tested, approved and indexed.</p> <p>Retain master microfiche 10 years after audit clearance.</p> <p>D. Travel and transportation records, movement of goods and persons. Passengers transportation and reimbursement records.</p> <p><i>For A, B, C, and D.</i></p> <p><i>Disposition:</i> Destroy hard copy immediately after master microfiche has been made, proofed, tested, approved and indexed.</p> <p><i>Retain</i> Retain master microfiche 10 years after audit clearance, in accordance with appropriate disposition instructions of</p> <p>This certifies that the nonpermanent microform records described on this form shall adhere to the conditions and standards set forth in CFR 41 101-11.506, creation; CFR 41 101-11.506-2, preparation; CFR 41 101-11.506-3, microfilming; CFR 41 101-11.502-1, storage for nonpermanent records; CFR 41 101-11.508, standards for use of microform records to ensure the availability of the information for the period of time required.</p> <p>Concur: <u><i>W. S. Ward</i></u> Director, EDCRO, Finance Division</p> <p>Concur: <u><i>Thomas D. Byrd</i></u> HEW-OS Records Officer</p>	<p><i>PL 8-14-79</i></p> <p><i>PL 8-14-79</i></p> <p><i>PL 8-14-79</i></p>	<p><i>the General Records Sched etc.</i></p>

Disposition:

For A, B, C, and D.

Destroy hard copy immediately after master microfiche has been made, proofed, tested, approved and indexed.

Retain Retain master microfiche 10 years after audit clearance, in accordance with appropriate disposition instructions of

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Concur: *W. S. Ward*
Director, EDCRO, Finance Division

Concur: *Thomas D. Byrd*
HEW-OS Records Officer

the General Records Sched etc.