

Red NCD 16 June 1981

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Food and Drug Administration

3. MINOR SUBDIVISION

Division of Personnel Management

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph Reiff

5. TEL. EXT

443-4055

LEAVE BLANK

JOB NO

NC1-88-81-1

DATE RECEIVED

January 28, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-31-81
Date

Robert W. Mar
Archivist of the United States

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 1 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

1/9/81

D. SIGNATURE OF AGENCY REPRESENTATIVE

Jacquelyn S. Johnson
Norman E. Shipp

E. TITLE

PHS Records Officer
Chief
Management Methods Branch, DMS

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Regulation Certifications

Copies of Agency forms FD-2096, Regulation Certification for New Employees, and FD-2097, Regulation Certification for Separating Employees. Forms contain employees' signature attesting to their knowledge of Agency disclosure and conflict of interest regulations and their agreeing to abide by them. Forms used as legal evidence in prosecuting violations of these regulations. File is arranged chronologically by date of employees' separation, occupies approximately 15 cubic feet, and is growing at the rate of one foot per year.

Destroy individual forms five years after employee is separated from the Agency.

(NOTE: Longer retention period than that specified for similar material is General Records Schedule 1, item 25 is necessary in order to conform with provisions of 21 U.S.C. 331 (j).

GRS 1,
Item 25

Item

Closed out: 9-2-81: K.I.D.
Copy to Agency