

Red NCD 16 Jan 81 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>Pol We Kar</i> 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 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

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 <i>Jacquelyn S. Tolson</i> <i>Norman E. Shipp</i>	E. TITLE PHS Records Officer Chief Management Methods Branch, DMS
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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
	<p><u>Regulation Certifications</u></p> <p>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.</p> <p>Destroy individual forms five years after employee is separated from the Agency.</p> <p>(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).</p>	GRS 1, Item 25	Item

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