

NO 18 MAY 81 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-88-81-2</i>	
DATE RECEIVED <i>May 18, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 <i>AUG 27 1981</i>	Archivist of the United States <i>[Signature]</i>

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
Public Health Service, Food & Drug Administration

3. MINOR SUBDIVISION
Bureau of Drugs

4. NAME OF PERSON WITH WHOM TO CONFER
Joseph Reiff

5. TEL. EXT.
301 443-4055

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 one 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 <i>4/27/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <i>Thomas E. Shupp</i>	E. TITLE <i>Records Officer</i> Chief, Management Methods Branch/DMS/OMO
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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
D-29	<p>This request is for a change to the Food and Drug Administration Records Control Schedule approved on February 23, 1978, NARS job number <i>1-88-78-2</i>. This change reduces the retention period of material in the Advertisements and Promotional Labeling file from four years to two years. This change is requested because experience has shown that material in this file is no longer needed for reference after two years. There are no other changes to this item.</p> <p><u>Advertisements and Promotional Labeling</u></p> <p>Copies of nonviolative advertisements and promotional labels for prescription drugs, including reminders. This includes that material which may be on film, tape, or other media. Form FD-2253, Transmittal of Advertisements and Promotional Labeling for Drugs for Human Use is also contained in this file.</p> <p>Destroy 2 years after completion of review.</p>	<i>NCI-88-81-2/0-29</i> <i>4 yrs.</i>	<i>1 item</i>

115-107
DAN
4/27/81

Closed Out: 8-31-81: K.T.D.
Copy to Agency