

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

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

JOB NO.  
N1-90-86-2

DATE RECEIVED  
10-30-85

1. FROM (Agency or establishment)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

Alcohol, Drug Abuse, and Mental Health Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Querec  
PHS Records Officer

*Linda Querec*

5. TELEPHONE EXT.

443-2055

DATE

2-13-86

ARCHIVIST OF THE UNITED STATES

*Frank A. Burke*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

10/17/85

C. SIGNATURE OF AGENCY REPRESENTATIVE

Dr. George DeRi

D. TITLE

Management  
DHHS Records Officer

7.  
ITEM  
NO.

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

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
*(NARS USE  
ONLY)*

ADAMHA, RCS  
B-311, 32

Amendment to item 32 (description).

Official Grant Case Files

Description: These files consist of individual official case folders on approved and paid grants and awards to public and private institutions and to individuals. Included are the following types of records; applications and supporting materials summary of review action, approval and award documents, encumbering and paying documents, financial records, reports of project site visits, copies of progress and published reports, termination documents, final reports, and other pertinent material as officially required. Included as a separate part of the record case folder is correspondence and related material.

Add to item 32.

I. ADMS Block Grants

Disposition: Cut off file after termination of grant period and receipt of annual report for fiscal year of award and put in active file. Hold 2 years and retire to FRC. Destroy when 5 years old.

*Bothy G. Cook*  
ADAMHA Records Officer

DATE 10/2/85

Phone Number 443-4543

*1 item*