

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
N1-90-86-3

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

DATE RECEIVED
11-25-85

1. FROM (Agency or establishment)

Department of Health & Human Services/PHS

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Health Resources & Services Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

Div. of Management Policy & Systems

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Querec *Linda Querec*
PHS Records Officer *6/21/85*

5. TELEPHONE EXT.

443-2055

DATE

3-11-87

ARCHIVIST OF THE UNITED STATES

Frank J. Bunker

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
6/24/85	<i>George Deal</i> Dr. George Deal	DHHS Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Office of the Administrator, Division of Management Policy and Systems <u>Interagency and Intra-agency Agreements/Memoranda of Understanding</u> Formal agreements or understandings between HRSA and other Federal organizations, under which HRSA provides or receives a specified technical and/or administrative service or services. Documents include official signed copies of the agreements/understandings, reproduced copies thereof, amendments thereto, and all related correspondence and other materials. <u>Authorized Disposition</u> a. <u>Office of Record</u> Destroy the official signed copy of the agreement/understanding, all other copies, and all related documents 5 years after termination of the agreement/understanding. b. <u>Other Offices</u> Destroy copies of the agreement/understanding and related documents 2 years after the termination of the agreement/understanding, or when no longer needed.		
	<i>6/18/85</i> Date	<i>James E. Johnson</i> HRSA Records Management Officer	<i>2 items</i>