

NAAA ✓  
HHS  
PAS

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-90-88-10

DATE RECEIVED

1/11/89

NOTIFICATION TO AGENCY

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

3. MINOR SUBDIVISION

National Institutes of Health--Office of the Director

4. NAME OF PERSON WITH WHOM TO CONFER

Concern: *Health to the hoodlum*  
KENNETH TRIBODEAU 12/15/88

5. TELEPHONE EXT.

496-2832

DATE

1/26/89

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 \_\_\_\_\_ 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  
1/31/89  
12/27/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Dr. George Deane*  
*[Signature]*

D. TITLE

DHHS Records Management Officer  
PHS 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 GRS OR SUPERSEDED JOB CITATION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)

1

Unscheduled Records of the Office of the Director of the National Institutes of Health (NIH)

Program Direction Files Of The Office Of Research And Planning, 1951-1956, Accession number 090-60D560, boxes 36-51.

The records are arranged generally by type of record or subject and thereunder chronologically. The intramural research reports of NIH branches contained in Box 39 are arranged alphabetically by name of Institute and thereunder by a numerical filing scheme devised by the Office of Research and Planning. The records include reports, agenda and minutes of meetings of committees, technical studies, original research proposals, executive memorandums, surveys, and statistical tables and organizational charts.

DISPOSITION: PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES

Volume--16 cubic feet  
Closed series

3 items

- 2 Program Records Of The Technical Committee On The Poliomyelitis Vaccine ("Polio Files"), 1953-1955, Accession number 090-60D0560, boxes 52-62.

The records are arranged according to an NIH-prepared finding scheme and subject index, copies of which are included in Box 52. Within the nineteen categories of records established by this scheme, individual file folders are arranged sequentially by type of committee activity. Accompanying master lists describe individual documents included in each folder. The records principally include correspondence and memorandums between committee members, particularly Drs. Albert B. Sabin and Jonas E. Salk, and Dr. William H. Scheele, Director of the Committee, technical reports, laboratory studies, medical facility investigatory surveys, and agenda and minutes of committee meetings.

DISPOSITION: PERMANENT--TRANSFER TO THE NATIONAL ARCHIVES IN FY 1995

Volume--11 cubic feet  
Closed series

- 3 NIH Intramural Reports and Annual Reports of the Research and Planning Council, 1947-1954, Accession number 909-60D0560, boxes 63-70.

For intramural reports of the NIH, the records are arranged chronologically and thereunder by individual Institute, division, bureau, or laboratory in alphabetical order. For records of the Research and Planning Council, the annual reports are arranged chronologically for the years 1949 to 1952. The records consist chiefly of reports and evaluations of the progress of NIH research programs and projects. Also included are research proposals, budgets, organizational charts and statistical tables, and correspondence, memorandums, and congressional testimony of the Surgeon General of the United States.

Volume--8 cubic feet  
Closed series

DISPOSITION: PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES