

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-090-89-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records destroyed at FRC

W-511-98-16, W-511-98-17, W-511-98-18, W-511-98-19

Date Reported: 7/26/2023

N1-090-89-001

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-90-89-1

DATE RECEIVED

10-4-88

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

Alcohol, Drug Abuse, and Mental Health Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Ms. Linda Querec, PHS Records Officer

5. TELEPHONE EXT.

443-2055

DATE

2/2/89

ARCHIVIST OF THE UNITED STATES

[Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

Linda Querec

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 2 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

9/8/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

George Deal
George Deal

D. TITLE

Department 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 GRS OR SUPERSEDED JOB CITATION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)

ADAMHA, 1
RCS, B-31
32.h

NRSA Payback Files - as required by ADM;B1 (77,2 dated 7/6/77) a permanent payback file is established for each NRSA trainee/fellow supported by awards made under the National Research Service Act. These files are separate from the official grant (case) file, are retrievable by name, and include a copy of the appointment or activation notice form, the original signed Payback Agreement form, the original signed Termination Notice, Annual Payback Activities Certification forms and other related documents and correspondence. These records are maintained within the three ADAMHA institutes, including the National Institute of Mental Health, National Institute on Drug Abuse, and the National Institute on Alcohol Abuse and Alcoholism.

Disposition - Close file when all payback requirements have been fulfilled or formally waived. Transfer files closed in one fiscal year to Federal Records Center one year later. Destroy files six years after close of files.

new item

2 items

Con't

2. Clinical Training Payback Files -

new item

These files contain official payback records. A file is established for each clinical trainee supported by awards made under the Public Health Service Act, Section 303. These files are separate from the official grant (case) file, are retrievable by name, and include a copy of the appointment or activation notice form, the original signed Payback Agreement form, the original signed Termination Notice, Annual Payback Activities Certification forms and other related documents and correspondence. These records are maintained within the three ADAMHA institutes, including the National Institute of Mental Health, National Institute on Drug Abuse, and the National Institute on Alcohol Abuse, and Alcoholism.

Disposition - Close file when all payback requirements have been fulfilled or formally waived. Transfer files closed in one fiscal year to Federal Records Center one year later. Destroy files six years after close of files.

Signed:

ADAMHA Privacy Act Officer	<u>Kelore A. Christie</u>	Date	<u>8/30/88</u>
NIMH Program Official	<u>Bruce J. [Signature]</u>	Date	<u>9/7/88</u>
NIMH Privacy Act Coordinator	<u>David A. Graves</u>	Date	<u>9/7/88</u>
NIDA Program Official	<u>Jack Mamaschewitz</u>	Date	<u>9/6/88</u>
NIDA Privacy Act Coordinator	<u>Jacqueline Parks</u>	Date	<u>9/7/88</u>
NIAAA Program Official	<u>Joseph J. Wanda</u>	Date	<u>9/9/88</u>
NIAAA Privacy Act Coordinator	<u>Bruce [Signature]</u>	Date	<u>9/9/88</u>
Office of the General Counsel	<u>Barbara McGeary</u>	Date	<u>9/12/88</u>
ADAMHA Records Officer	<u>Kelore A. Christie</u>	Date	<u>8/30/88</u>
ADAMHA Grants Management Officer	<u>[Signature]</u>	Date	<u>9/20/88</u>