

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.	N1-90-89-4
1. FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED	11/2/89
2. MAJOR SUBDIVISION Public Health Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION OASH/ Division of Commissioned Personnel		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Linda Querec, Records Officer	5. TELEPHONE EXT. 443-2055	DATE 11/21/89	ARCHIVIST OF THE UNITED STATES

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 10/26/89	C. SIGNATURE OF AGENCY REPRESENTATIVE George Deal	D. TITLE HHS Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	GPO and PHS Publications. 1931-1965, 1/2 ft. Assorted publications, primarily on PHS regulations and personnel. <u>PERMANENT</u> : Transfer to the National Archives immediately.		
2.	Monthly Personnel Reports. 1925-1941, 1/2 ft. Three volumes of reports from the Chief Clerk's office on PHS personnel. <u>PERMANENT</u> : Transfer to the National Archives immediately.		
3.	Bureau Circular. 1928-1951, 1/2 ft. PHS wide directives from the Surgeon General. <u>PERMANENT</u> : Transfer to the National Archives immediately.		

3 items

*Copy sent to MNT
MM-W 11/30/89*