

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

11-90-90-5

DATE RECEIVED

12/7/89

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

ADAMHA - Office of the Administrator

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Querec
Linda Querec, PHS Records Officer

5. TELEPHONE EXT.

443-2055

DATE

8/14/90

ARCHIVIST OF THE UNITED STATES

Claudia J. ...

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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
11/22/89

C. SIGNATURE OF AGENCY REPRESENTATIVE

George Deal
Dr. 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 GRS OR SUPERSEDED JOB CITATION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)

~~1. 11 Records of High Level Officials~~

~~B311-item
11~~

~~a. Administrator's Correspondence Files-~~

~~Description: These files contain correspondence originating with the Administrator and responded to by him. They constitute replies to inquiries, memos about speeches, meetings, etc. and yellow box file copies of Congressionals signed by the Administrator. They are maintained by the Division of General Services.~~

~~Disposition: Permanent. DGS - Cut off file at end of fiscal year. Hold 3 years and transfer to FRC. Offer to National Archives when 10 years old.~~

~~Schedule of Daily Activities -~~

~~Description: Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form. EXCLUDING materials determined to be personal.~~

~~Records ~~containing substantive information~~ relating to the official activities of high level officials of ADAMHA - ~~the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.~~ (High level officials include the head of the Agency~~

*see memo to file;
8/10/90*

*Copies sent to agency
JMT*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>and his/her deputy and assistants; the heads of program offices and staff offices including associate administrators, Institute and OSAP Directors, or equivalent; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants. These may be career Federal employees or political appointees).</p> <p>Disposition: Permanent ^{Temporary. Cut off annually.} Transfer to the National Archives when 2 years old. Destroy when 2 years old.</p> <p><u>11/15/89</u> Date</p> <p><u>Lolore O. Chente</u> ADAMHA Records Officer</p> <p>All changes to this proposed schedule have been approved by:</p> <p><u>Marca W. [Signature]</u> <u>5/16/90</u> NARA appraiser date</p> <p><u>Lolore O. Chente</u> <u>6/5/90</u> Agency representative date</p>		