

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-90-90-7*

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

DATE RECEIVED *8-29-90*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Health and Human Services

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Linda Querec

Linda Querec

443-2055

12/27/90

Claudia J. ...

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

8/14/90

Abraham ...

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 GRS OR SUPERSEDED JOB CITATION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)

Unscheduled Records of the Public Health Service, Projects Grants Branch, Office of Grants Management, Division of Community Health Services, Bureau of State Services, (accession 090-68A-0908, boxes 1-21).

1.

Grant Case Files, boxes 1-19, ca. 1962-67. Consist of thick volumes, each of which contains a table of contents and application files for project grants administered through the Bureau of State Services-Community Health. Each application file includes a Summary of Action Sheet, a completed application form, correspondence relating to the application, and memos indicating the Community Health Project Review Committee's final recommendation. The records are arranged chronologically by date of committee meeting, thereunder by

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

OF
10. ACTION
TAKEN
(NARS USE
ONLY)

assigned grant application number.

Volume of Records--19 cubic feet
Closed Series

Disposition: DESTROY IMMEDIATELY

Administrative Reference Files, Boxes 20-21, ca. 1962-67.

Consist of copies of administrative guidelines and US government publications. Records include various Federal agency guidelines; reprints of public laws and Congressional bills, hearings, and reports; Grants in Aid and other Financial Assistance Programs, PHS Grants and Awards, and promotional literature produced for other PHS programs. The records are unarranged.

Volume of Records--2 cubic feet
Closed Series

Disposition: DESTROY IMMEDIATELY

5/1/90
Date

Gary Houschwert
BHCDA Program Staff

4/18/90
Date

James E. Jenkins
HPSA Records Officer