

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

4 items

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education and Welfare

2 MAJOR SUBDIVISION
Public Health Service

3 MINOR SUBDIVISION
Public Health Service Regional Offices

4. NAME OF PERSON WITH WHOM TO CONFER
Eugene W. Walterick

5 TEL EXT
443-3917

6 CERTIFICATE OF AGENCY REPRESENTATIVE

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED 1 APR 1977 NC 1 90 | JOB NO 77 1 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10 | |
| <i>4-19-77</i> (Date) | <i>James B. Rhoads</i> Archivist of the United States |

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

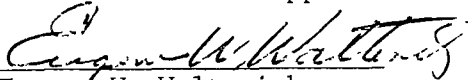
3/29/77
Date

Eugene J. Reed, Jr.
for Russell O. Hess
(Signature of Agency Representative)

Dept. Records Management Officer
(Title)

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------------------------|--|--------------------------|--------------------|
| | <p>This item provides for disposition of unsuccessful grant applications processed by the Public Health Service Regional Offices.</p> <p><u>Individual Case Files on Unsuccessful Grant Applications</u>, which includes the application and supporting materials and other records relative to the study and review of applications that have either been disapproved or have been approved but unfunded during the normal grant review and funding cycle.</p> <p><u>Authorized Disposition:</u></p> <p>a. <u>Office of Record -</u> (1) Destroy application and supporting materials one year following notice to applicant of the decision to disapprove or otherwise not to fund the application during the normal funding cycle.</p> | | |
| <i>sent to room 4/20/77</i> | | | |

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>a. <u>Office of Record (Continued)</u> -</p> <p>(2) Destroy documents summarizing application three years following notice to applicant of the decision to disapprove or otherwise not to fund the application during the normal funding cycle.</p> <p>(3) Retain selected case records of unusual interest until no longer needed, then destroy.</p> <p>b. <u>All Other Offices</u> - Destroy when superseded or no longer needed for reference purposes.</p> <p style="text-align: center;">Certification of Approval  Eugene W. Walterick PHS Records Management Officer</p> | | |