

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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

**2. MAJOR SUBDIVISION**  
Public Health Service

**3. MINOR SUBDIVISION**  
Office of the Assistant Secretary for Health

**4. NAME OF PERSON WITH WHOM TO CONFER**  
Carl E. Mann

**5. TEL. EXT.**  
443-2055

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

LEAVE BLANK	
DATE RECEIVED 24 FEB 1978	JOB NO.
N C I 90 78 5	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
3/7/78 <i>James E. O'Neil</i> (Date) <i>Acting</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 of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/17/78 *Elmer W. Waltherick* PHS Records Officer  
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Revision of the disposition instructions for item 35 of NCI-90-76-3.</p> <p><u>Contract and Grant Status Data.</u> These files consist of ADP lists of detailed grant and contract data, programmed computer reports of summary data, report formats, and background materials. This data is used to prepare an annual summary report on all PHS grant and contract awards, an annual publication of detailed lists of grant awards, and required departmental and Federal-wide reports, e.g. the CASE report to the National Science Foundation. Base data is maintained also on magnetic tapes and is the basis for special trend studies.</p> <p><u>Disposition:</u> Transfer tapes to Federal Records Center when one year old, together with one copy of each pertinent data element directory, code book, record layout, user manual, report format manual and background materials when no longer needed for current operations. <del>Dispose of</del> when four years old.</p> <p><i>Destroy</i></p>	<p><i>NCI-90-76-3 Item 35</i></p>	

115-106.  
*Sent to agency, NNB & NCW - 3/9/78*