

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

11-17-78

LEAVE BLANK

JOB NO. **NC 1 90 79 3**

DATE RECEIVED **NOV 16 1978**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3393a the disposal request, including amendments, is approved except for items that must be stamped "disposal not approved" or "withdrawn" in column 10.

11-17-78
Date

James B. Rhoads
Archivist of the United States

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
Food and Drug Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph Reiff

5. TEL EXT

443-4055

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

PHS Records Management Officer

| | | |
|---------|---|----------------------------------|
| C. DATE | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| 11/1/78 | <i>Norman S. Shipp</i> Norman S. Shipp | Chief, Management Methods Branch |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| 4 | <p><u>Administrative Files</u></p> <p>Nonrecord copies of documents relating to positions, staffing, training, travel, hiring, payroll, and other personnel matters, including consultants. Also space, equipment, procurement, budgeting, planning, and general management document copies.</p> <p>a. <u>Position document copies</u> Destroy 5 years after position is abolished.</p> <p>b. <u>Employee document copies</u> Destroy at time employee leaves the Agency.</p> <p>c. <u>Planning document copies</u> Destroy 1 year after plan is completed.</p> <p>d. <u>Other documents</u> Destroy three years after end of year of preparation or time period to which the documents pertain, whichever is later.</p> | | |

5 items

sent to Agency 11-24-78 MJS

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 |
|----------------|--|----------------------------|---------------------|
| 6 | <p><u>Working Papers</u></p> <p>Drafts of reports, correspondence, and other papers, rough and informal notes, comments, and preliminary worksheets which are not part of any official records or do not represent significant basic steps in their preparation.</p> <p>Destroy at such time as the user determines they are no longer needed, not to exceed one year after action is completed.</p> <p>Note: In any discrepancy between this instruction and Agency or other regulations, the disposal instructions in the regulations shall apply.</p> | | |