

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO <b>NCI-90-79-6</b>
DATE RECEIVED <b>13 APR 1979</b>
NOTIFICATION TO AGENCY
5-7-79 <i>James P. O'Neill</i> Date <i>acting</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20403

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

2. MAJOR SUBDIVISION  
PHS/OASH/Office of Health Research, Statistics & Technology

3. MINOR SUBDIVISION  
NCHSR/Grants Operations and Administration Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Ralph L. Sloat

5. TEL. EXT.  
436-6184

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 \_\_\_\_\_ 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.

C. DATE 1/22/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn L. Tolson</i> Jacquelyn L. Tolson	E. TITLE PHS Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
98	<p>OHRST/National Center for Health Services Research</p> <p><u>CHANGE IN RETENTION PERIOD AND DESCRIPTION</u></p> <p><u>Health Services Research - Grants</u></p> <p>These project grants support research, development, demonstration, and evaluation designed to improve health services. Priority is given to improve availability and quality of services and to control costs. Projects are designed to develop and/or evaluate more effective and efficient ways of using manpower, equipment, facilities, and data to improve quality control, organization, management and financing of health services program in communities, regions, and states.</p> <p>Files consist of project case files, technical reports, project control files, technical reference files, project design and procedure descriptions, project correspondence, statistical analyses, research and statistical studies, related documents.</p> <p><u>Disposition: Non-Permanent.</u></p> <p><u>Office of Record - Transfer closed grant/files to WNRC 2 years after final payment. Destroy 12 years after final payment.</u></p> <p><u>Other Offices - Destroy 3 years after close of grant.</u></p>	Appendix <del>B-300</del>	