

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See instructions on reverse)

LEAVE BLANK

JOB NO. **NEI-90-79-10**

DATE RECEIVED **26 JUN 1979**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-16-79 *James E. O'Neill*
Date acting Archivist of the United States

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

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

3. MAJOR SUBDIVISION
Public Health Service

4. MINOR SUBDIVISION
PHS Regional Offices

5. NAME OF PERSON WITH WHOM TO CONFER
Jacquelyn L. Tolson

6. TEL EXT
443-2055

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.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
32	<p><u>Construction Loan Programs</u></p> <p>Loan guarantee with interest subsidies may be made to private nonprofit sponsors and direct loans to public agencies to aid in modernizing or constructing health care facilities.</p> <p>a. <u>General Program Information File</u>: The office of record for this file will normally be the PHS Agency Program Office (Health Facilities Construction). These records must include:</p> <ol style="list-style-type: none"> 1. Program management procedures (regulations) and terms and conditions of the loan programs. <u>Authorized Disposition</u>: All offices - Destroy when superseded or rescinded. 2. Pre-construction file (correspondence, application papers, schematics, corporate organization documents, feasibility studies, and etc.) <u>Authorized Disposition</u>: All offices - Destroy when obsolete. <p>b. <u>Official Loan File</u>: This file is maintained for each loan awarded.</p> <ol style="list-style-type: none"> 1. These records must include official copy of application, correspondence, legal documents, approval documents, the transcript file, drawdowns 	Appendix B-380	

cc: NNF 7-18
sent to All FRC's + Agency
7-18-79 MHO

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
33	<p>and post-construction file materials such as financial statements, and other related documents necessary for monitoring the project.</p> <p><u>Authorized Disposition:</u></p> <p>(a) <u>Office of Record</u> - Transfer to FRC after final payment is made. Destroy when 25 years old, unless litigation or audit findings involving the records are unresolved.</p> <p>(b) <u>Other Offices</u> - Destroy 3 years after final closeout.</p> <p><u>Assurances Records for Grants or Loans</u></p> <p>These assurances records must include that portion of the application which contains the assurances that the applicant agrees to comply with at the time of applying for financial assistance under Title VI and/or Title XVI of the PHS Act.</p> <p><u>Authorized Disposition:</u></p> <p>(a) <u>Office of Record - Grant or Loan</u> - Transfer to FRC after final payment is made. Destroy when 25 years old, unless litigation or audit findings involving the records are unresolved.</p> <p>(b) <u>Other Offices - Grant or Loan</u> - Destroy 3 years after final closeout.</p>	Appendix B-380	