

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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 and Welfare

2. MAJOR SUBDIVISION
Public Health Service

3. MINOR SUBDIVISION
National Institutes of Health

4. NAME OF PERSON WITH WHOM TO CONFER
Dr. Kenneth Thibodeau

5. TEL. EXT.
496-4606

LEAVE BLANK	
JOB NO.	NC1-90-79-11
DATE RECEIVED	8-1-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

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.

C. DATE 7/26/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jaquelyn S. Tolson</i>	E. TITLE <i>PHS Records Officer</i>
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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
1.	<p>Office of Administration Division of Personnel Management Systems and Action Branch</p> <p>(DHEW B/361: 2300-292-1)*</p> <p><u>Automated Retrieval of Manpower Statistics (ARMS) System</u> The principal personnel data/information system for NIH, ARMS functions as a management tool primarily for statistical reporting, manpower analysis, program evaluation and automatic reproduction of personnel records and action documents. The system records information on all employees of NIH.</p> <p>(OMB Privacy Act Number: OPM/GOV 3)</p> <p>1. ARMS Files created prior to January 1974.</p> <p><u>Disposition:</u> Destroy immediately.</p> <p>(Note: Because of changes in the data base, these older files are no longer compatible with the current system and are very difficult to use.)</p>		WITHDRAWN

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>Concurrence: <u>James R. Jones</u> <i>actg</i> Chief, Systems and Action Branch</p> <p><u>Helen C. Stafford, actg</u> Director, Division of Personnel Management</p> <p><u>Kenneth Thorpe</u> NIH Records Management Officer</p>	<p><u>7/19/79</u> Date</p> <p><u>7/19/79</u> Date</p> <p><u>7/20/79</u> Date</p>	