

**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)

DHHS, PHS, ADAMHA

2. MAJOR SUBDIVISION

National Institute of Mental Health

3. MINOR SUBDIVISION

Division of Biometry and Epidemiology

4. NAME OF PERSON WITH WHOM TO CONFER

Mary Mayhew

5. TEL. EXT.

443-4543

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
July 15, 1981	NCL-90-81-6
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.	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
(Date)	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.

6/26/81

Date

George J. Ider
(Signature of Agency Representative)

ADAMHA Records Officer

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
ADAMHA RCS Appx B-311 item 52.1	52.1 National Conference on Mental Health Statistics, Transcripts a. <u>Description:</u> Files consist of verbatim transcripts and reports of annual meetings of the National Conference on Mental Health Statistics (formerly the Model Reporting Area for Mental Hospital Statistics), dating from the first conference in 1951. These files constitute the only documented record of meetings involving the NIMH Division of Biometry staff and official representatives of State mental health authorities on mental health statistics, definition and standardization data items, and related subjects. They provide a history of the development of the field and trace the NIMH/State collaboration in relation to national statistics on mental health services and the patients treated in the mental health services system. b. <u>Disposition - Permanent:</u> NIMH DBE maintain record set for five years, then retire to FRC. Offer to National Archives when ten years old. <i>in 5 year blocks</i>	Arranged chronologically by date of conference. Annual rate of accumulation is 2 in. Total volume for the period 1951 - 1968 is 3 cf.	1 item

*MDLs Not Necessary. Closed out: 8-23-82:cm
Copies to NNB, NMF, WARC; Agency*