

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCI 200814

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Office of Assistant Secretary for Health

3. MINOR SUBDIVISION

Office of Management

4. NAME OF PERSON WITH WHOM TO CONFER

Jacquelyn L. Tolson

5. TEL EXT.

443-2055

LEAVE BLANK	
JOB NO	
NCI- ⁹⁰ 25 -81- ⁷ 7	
DATE RECEIVED	
June 2, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
3-16-82	<i>[Signature]</i>

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 1 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/13/81	<i>Jacquelyn L. Tolson</i>	PHS Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Office of Assistant Secretary for Health Office of Management Office of Personnel Management/CPOD</p> <p><u>PHS Commissioned Corps Board of Correction Files:</u></p> <p>These records consist of case files of the Board of Corrections for Public Health Service Commissioned Corps Records. Such case files include applications for correction, applicable laws and regulations, portions of official personnel files, case briefs, findings, conclusions and recommendations of the Board Examiners <i>Board</i> and pertinent correspondence relative to the status of the application and the issue to be resolved.</p> <p><u>Recommended Disposition:</u></p> <p>Transfer to NRRC ^{WNRC} 1 year after a change in personnel record has been effected by CPOD or 3 years after a recommendation by the Board denying applicant's request for a change in record, whichever is applicable to the final disposition of a case. <i>Destroy when 20 years old.</i></p>		
		1 item	

*Closed Out: 3-22-82. K.P. J.
Copy to Agency & NCI & NNF*