

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

6028144

LEAVE BLANK	
JOB NO <b>NCI-90-82-1</b>	
DATE RECEIVED <b>October 6, 1981</b>	
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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in compliance.	
<b>3-5-82</b> Date	<i>[Signature]</i> 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 and Human Services

3 MAJOR SUBDIVISION  
Public Health Service

4 MINOR SUBDIVISION  
PHS Regional Offices (Appendix B-380)

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

6 TEL EXT  
443-2055

7 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.

8 DATE 9/16/81	9 SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn L. Tolson</i>	10 TITLE PHS Records Officer
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11 ITEM NO	12 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	13 SAMPLE OR JOB NO	14 ACTION TAKEN
35	<p><u>(Increase Retention Period for Hospital Facilities Project Files)</u></p> <p><u>Hospital Facilities Project Files</u>: Case files containing applications submitted by the state, copies of bids, synopsis of bids, contracts, copies of change orders, vouchers, audits, and related correspondence and reports pertaining to the construction of hospital and medical facilities created as the result of grant-in-aid to states for the improvement of public health. Included also are legal documents and compliance releases.</p> <p><u>Current Authorized Disposition</u>: Dispose of 20 years after completion of final audit. Transfer to a FRC 1 year after final audit is completed.</p> <p><u>RECOMMENDED DISPOSITION</u>: Dispose of 23 years after completion of final audit. Transfer to a FRC 1 year after final audit is completed.</p>		

*Item*

MASS DATA CHANGE SHEET ATTACHED

*Closed Out: 3-23-82: K.T.J.  
Copy to All FRC's & Agency*