

AUG 10 1982

OPTIONAL FORM NO. 10
(See Instructions on Reverse)

NCL-90-82-10

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, PHS WASHDC, DC 20492

DATE RECEIVED

Aug. 10, 1982

1 FROM AGENCY OR ESTABLISHMENT
Department of Health and Human Services

2. IDENTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Public Health Service -

This record is under the provisions of 44 U.S.C. 3103. The disposal re-
quirements and conditions are prescribed in the schedule that may
be found in the manual approved by the General Services Admin-
istration.

3 MINOR SUBDIVISION
Office of the Assistant Secretary for Health

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Yvonne Yarbrough

x32710

9-23-82

Date

[Signature]
Attendant 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 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
8/5/82	<i>Jacquelyn S. Tolson</i>	PHS Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
50	<p>OASH, Office of Management, Office of Resource Management</p> <p>The purpose of this request is to change the retention period for Item #50 "Contract Procurement" listed in the OASH Records Control Schedule, Appendix B-300, dated June 28, 1976.</p> <p>Authorized Disposition (Recommended Change): Transfer to WNRC when 4 years old if no longer needed for reference. Destroy when 7 years old.</p> <p><u>JUSTIFICATION:</u></p> <p>These records are needed for an additional period of time since they are necessary for ready reference.</p>		

115-107

MASS DATA CHANGE SHEET ATTACHED

*Closed out: 10-6-82: cm
Copies to NCW & Agency*

STANDARD FORM 115
Revised April 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

1 item