

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCL-90-83-1	
DATE RECEIVED 11-19-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-9-82 <i>Date</i>	<i>Eden P. W...</i> <i>Archivist of the United States</i>

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
Public Health Service

3. MINOR SUBDIVISION
National Institutes of Health (Appendix B-361)

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

5. TEL EXT
496-4606

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 3 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	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11/3/82	<i>Jacquelyn Tolson</i> Jacquelyn Tolson	PHS Records Management Officer		Request for authority to microfilm procurement and financial records and destroy the originals. This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Part I <u>Routine Procurement Files</u> This is item 4a in General Records Schedule 3. a. Originals of these records will be microfilmed and destroyed. b. The microfilm copies will be retained according to the GRS authorized dispositions.		
11/4/82	<i>Dr. George Deal</i> Dr. George Deal	Departmental Records Management Officer				
			1			10 items

115-107

Closed out: 12-14-82:CM
Copies to NCW, NNF, NNB + Agency
MASS DATA CHANGE SHEET NOT REQUIRED

Records are in-
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	<p>CONCURRENCE</p> <p><i>Patricia Ann Eagles</i> Chief, Procurement Branch, DAS <u>10/26/82</u> Date</p> <p><i>Terese M. Douglas</i> Administrative Officer, DAS <u>10/26/82</u> Date</p> <p>Part II</p> <p>1 . . . <u>Accountable Officer's files</u> . This is item 1a in General Records Schedule 6.</p> <p>2 <u>Certificates Settlement files</u> General Records Schedule 6, number 3</p> <p>3 <u>General Fund files</u> General Records Schedule 6, number 4</p> <p>SEE FOLLOWING PAGE (3 of 3) FOR DISPOSITION OF ITEMS 1-3 OF PART II.</p>		

Request for Records disposition Authority - Continuation

JOB NO

PAGE OF
3 of 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4	<p><u>General Accounting Ledgers</u> General Records Schedule 7, number 2</p>		
5	<p><u>Appropriation Allotment Files</u> General Records Schedule 7, number 3</p> <p>a. Originals of these records will be microfilmed and destroyed. b. The microfilm copies will be retained according to the GRS authorized dispositions.</p> <p>CONCURRENCE</p> <p><u><i>[Signature]</i></u> Administrative Officer, DFM</p> <p><u>Oct 12, 1952</u> Date</p> <p><u><i>[Signature]</i></u> NIH Records Management Officer</p> <p>_____ Date</p>		