

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

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

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

5. TEL EXT  
496-4606

LEAVE BLANK	
JOB NO	NCL-90-83-4
DATE RECEIVED	4-8-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-22-83 Date	<i>Robert M. ...</i> Archivist 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 2 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 3/30/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn Tolson</i> Jacquelyn Tolson	E. TITLE PHS Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Project Officers Files</u> used in administration of research contracts.</p> <p>a. Records necessary to describe the scope of work and other requirements of the contract, to account for expenditures of funds and to establish whether the contractor has met all requirements of the contract:</p> <p><u>Disposition:</u> One copy of each record should be included in the contract file maintained in the procurement office. For the disposition of duplicate materials, see (b) below. (This amendment was made on July 29, 1983, with the approval of the agency's records officer.) <i>JB</i></p>		

115-107

*no mass data change sheet is required  
copy sent to agency 2/23/83  
NMF sent 8-25-83 by DMW. *EFB*  
NCW sent 8-29-83 by DMW.*

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

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Progress reports, scientific and technical information, and other records useful for health science administration; as reference materials or models for subsequent contracts; to provide continuity in administration of research programs, or to prepare reports, summaries or evaluations.</p> <p><u>Disposition:</u> Destroy 15 years after close-out of the last contract awarded in a research program, or when no longer needed, whichever is sooner.</p> <p>This item will be included as no. 6000-B-1 in the NIH Records Control Schedule (HHS B-361).</p> <p><i>January 20, 1983</i> Date</p> <p><i>Kenneth Thibodeau</i> Kenneth Thibodeau, Ph.D. NIH Records Management Officer</p>		