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
   Health Resources and Services Administration

4. NAME OF PERSON WITH WHOM TO CONFER
   James E. Jenkins

5. TEL EXT
   443-3780

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 [ ] 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.

7. ITEM NO.
   1

8. DESCRIPTION OF ITEM
   Office of Health Maintenance Organizations, Health Resources Administration
   HMO Grantee Development Files
   These files consist of feasibility, planning, initial Development and expansion grant applications for funds to develop an organization into a qualified HMO. A file would typically consist of application for funds, specialists' reports, notice-of-grant awards, audit reports, progress reports, consultants' reports, reviews, grantee site visit reports, and related correspondence. The files consist of organizations which did or did not become qualified.

   Authorized Disposition
   a. Office of Record: transfer to WNRC when no longer needed for day-to-day program operations. Destroy when 25 years old.
   b. Other Offices - Destroy when no longer needed for day-to-day program operations.

   2 items