

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-90-83-5	
DATE RECEIVED 5-2-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-8-83 <i>Date</i>	<i>Robert M. May</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 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 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 4/12/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn L. Tolson</i>	E. TITLE Public Health Service Records 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.	Office of Health Maintenance Organizations, Health Resources Administration <u>HMO Grantee Development Files</u> 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. <u>Authorized Disposition</u> a. <u>Office of Record</u> : transfer to WNRC when no longer needed for day-to-day program operations. Destroy when 25 years old, to be destroyed b. <u>Other Offices</u> - Destroy when no longer needed for day-to-day program operations.		2 items

Mass Data Change Sheet Not Required

NCW, NNF + Agency sent out 6-27-83 by DMU.