

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-90-83-6	
DATE RECEIVED 6-1-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-4-83 Date	<i>[Signature]</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DHHS/PHS/ADAMHA

2. MAJOR SUBDIVISION
National Institute of Mental Health

3. MINOR SUBDIVISION
Office of State and Community Liaison

4. NAME OF PERSON WITH WHOM TO CONFER <u>Joan Marie Speake</u>	5. TEL EXT <u>4434543</u>
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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 5/5/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George E. Deal	E. TITLE Department RMS 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
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ADAMHA, RCS
B-311, 32

Official Grant Case Files

Description: These files are accumulated by the Office of Program Support and consist of individual official case folders on approved and paid grants and awards to public and private institutions and to individuals. Included are the following types of records; applications and supporting materials, summary of review action, approval and award documents, encumbering and paying documents, financial records, reports of project site visits, copies of progress and published reports, termination documents, final reports, and other pertinent material as officially required. Included as a separate part of the record case folder is correspondence and related material.

Amendment to item 32 E. (Original RCS attached.)

E. Staffing, Initial Operations, Conversion, Financial Distress, Consultation and Education Grants

Disposition: Cut off file after completion of grant activities of CMHC or other facilities and final audit. Hold 2 years and transfer to FRC. Destroy when 13 years old.

2 items

*No mass data change sheet required.
copy sent to agency 8/8/83. g/j
sent out 8-16-83 by DMW.*

NCW + NNF

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
B-311, 32	<p>Add to item 32. (Justification for 20 year retention attached.)</p> <p>H. <u>Construction Grants</u></p> <p><u>Disposition:</u> Cut off file after completion of construction of CMHC or other facility and final audit. Hold two years and transfer to FRC. Destroy when 20 years old.</p>		