

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-90-84-4	
DATE RECEIVED	
1-19-84	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
WITHDRAWN	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health & Human Services/PHS

2. MAJOR SUBDIVISION
Health Resources & Services Administration

3. MINOR SUBDIVISION
Division of Fiscal Services

4. NAME OF PERSON WITH WHOM TO CONFER
Linda Querec
Linda Querec, PHS Records Officer

5. TEL EXT
x4432055

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.


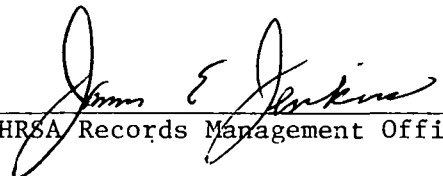
A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1/11/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	E. TITLE DHHS 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>DHHS/HRSA/Division of Fiscal Services request authority to microfilm records as described below and as set forth in GSA 41 CFR 101-11.506. Originals of microfilmed records will be retained until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records.</p> <p><u>Payrolling and Pay Administration Records.</u> Items 3 and 17 in General Records Schedule (GRS) 2,</p> <p>a. Originals of these records will be microfilmed and destroyed.</p> <p>b. The microfilm copies will be retained according to the GRS authorized dispositions.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>8 items</p>

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
2.	Accountable Officers' Accounts Records. Items 1, 4, 5 in GRS 6. a. Originals of these records will be microfilmed and destroyed. b. The microfilm copies will be retained according to the GRS authorized dispositions. 3. <u>Expenditures Accounting Records. Items 1, 2, 3 and 4 in GRS 7.</u> a. Originals of these records will be microfilmed and destroyed. b. The microfilm copies will be retained according to the GRS authorized dispositions. 4. <u>Travel and Transportation Records. Items 1, 3, 4, and 5 in GRS 9.</u> a. Originals of these records will be microfilmed and destroyed. b. The microfilm copies will be retained according to the GRS authorized dispositions.		WITHDRAWN WITHDRAWN WITHDRAWN WITHDRAWN WITHDRAWN WITHDRAWN
CONCURRENCE			
<i>12/20/83</i> <i>Accountants</i>  Executive Officer, OA		1-4-84 Date	
 HRSA Records Management Officer		1-4-84 Date	
Justification Attached			