

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

N1-102-88-1

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

DATE RECEIVED

2/21/88

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Health and Human Services

2. MAJOR SUBDIVISION

Office of Human Development Services

3. MINOR SUBDIVISION

Children's Bureau

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

George E. Deal

245-0408

5/24/88

*[Signature]*

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 2/16/88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	D. TITLE Department Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Unscheduled Children's Bureau records</p> <p>HEAD START TRANSITION RECORDS 1969-1970. Arranged by subjects, then chronologically.</p> <p>These working staff papers relate to the transition of Head Start program from the Office of Economic Opportunity to the Department of Health, Education and Welfare. The records are copies of Congressional legislation relating to the transfer of the agency; copies of speeches made before Senate and House committees either fighting against or supporting the agency transfer; administrative memos on transferring agency responsibilities and staff; and copies of agency press releases to announce the new home of Head Start.</p> <p>DESTROY IMMEDIATELY WNRC Accession No. 72B2473. Boxes 1-3. Box 4 is Missing.</p>		7 items

*Copies sent to agency NCF, ANF*

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2.	<p>MATERNAL AND CHILD HEALTH AND CRIPPLED CHILDREN STATE AND FINANCIAL FILES 1949-1957. Arranged alphabetically by state.</p> <p>This series contains narrative state health plans, state organizational charts for public health, financial audits and related administrative correspondence, bound correspondence for the fiscal year from each state child welfare program and printed regulations and laws from states to support their positions and activities.</p> <p>DESTROY IMMEDIATELY WNRC Accession No. 61A0550. Boxes 1-29.</p>		
3.	<p>GENERAL CORRESPONDENCE 1965-1970 Arranged alphabetically by subject.</p> <p>Correspondence, printed materials, reference materials and subject files used by Dr. Charles P. Gershenson, Associate Director, Division of Research of Children Bureau. Series also includes printed articles, bibliographies, newsclippings and press releases on child health issues such as abortion, abused children, adoption, child development, handicapped, medicare and mental retardation.</p> <p>DESTROY IMMEDIATELY WNRC Accession 72A2415. Boxes 1-10.</p>		
4.	<p>OTHER GOVERNMENTAL AGENCIES 1969-1970 Arranged alphabetically by subject.</p> <p>Correspondence, memos with printed material between Children's Bureau and other federal, state, private and non-profit organizations on children health issues, concerns, activities and programs.</p> <p>DESTROY IMMEDIATELY WNRC Accession No. 72B2415. Boxes 11-13.</p>		
5.	<p>CHILDREN'S BUREAU PROGRAM FILES 1962-1970 Arranged alphabetical by subject then chronologically.</p> <p>This accessions contains several series including 1/2 cubic foot of correspondence between the Bureau and other governmental agencies; Child Welfare staff personnel records including SF 52s'</p>		

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6.	<p>from 1965-1970; copies of articles and memos sent to administrative staff and copies of memos given to individual staff members, arranged by staff members' name; meetings and conferences which Children's Bureau staff attended or presented papers and related conference programs and administrative travel documents; 1/4 cubic feet of copies of departmental annual reports (1968-1970) prepared for the Secretary of HEW; statistics, questionnaires, interviews and comments on two incomplete surveys on marriage and student drop-out rate.</p> <p>DESTROY IMMEDIATELY WNRC Accession No. 72C2415. Boxes 14-21. Box 22 is missing.</p> <p>REGIONAL FILES 1965-1970 Arranged by region then alphabetically by state.</p> <p>This series includes correspondence, field trip visits reports, activities of state legislatures, training in the regions and conferences held or attended by staff on children health issues. The files are in regional order then state order.</p> <p>DESTROY IMMEDIATELY WNRC Accession No. 72D2415. Boxes 23-25</p>		
7.	<p>SUBJECT FILES 1965-1970 Arranged alphabetically by subject.</p> <p>This series contains printed information, correspondence and memos on children issues such as foster care, intake Process, institutional care and list of state welfare agencies, Indians, grants, group methods and job descriptions.</p> <p>DESTROY IMMEDIATELY. WNRC Accession No. 72E2415. Boxes 26-28.</p>		