

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
N1-235-86-1

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

DATE RECEIVED
6-24-86

1 FROM (Agency or establishment)
Department of Health & Human Services

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Office of the Assistant Secretary for Personnel Admin

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Office of Human Resources Information Management

4 NAME OF PERSON WITH WHOM TO CONFER
R. Larry Hyer

5 TELEPHONE EXT
475-0125

DATE
11/19/85

ARCHIVIST OF THE UNITED STATES
[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 2 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 has been requested (See attached)

B DATE 6/11/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>Personnel/Payroll Report Records on Magnetic Tapes (Machine-readable media)</p> <p><u>Description of Item</u></p> <p>The records are an extract of hard copy data contained in the Official Personnel Folder and in time and attendance cards. A record is produced monthly and reflects the status of all HHS employees at that period of time.</p> <p><u>Purpose</u></p> <p>The purpose is to provide a practical means of obtaining management information needed by internal HHS management and by authorized organizations outside HHS. These are organizations such as OMB, GAO & OPM. The records are used by attorneys in HHS and private attorneys representing parties involved in administrative hearing. The records may also be used as evidence in court proceeding or before semi-judicial bodies.</p>		2 items