

**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)*

NOTIFICATION TO AGENCY

Department of Health & Human Services

2. MAJOR SUBDIVISION

Office of the Assistant Secretary for Personnel Admin

3. MINOR SUBDIVISION

Office of Human Resources Information Management

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

R. Larry Hyer

475-0125

11/11/86



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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

6/11/86

*George Deal*  
Dr. George Deal

Department Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION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

Personnel/Payroll Report Records on Magnetic Tapes. (Machine-readable media)

Description of Item

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.

Purpose

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.

2 items

*Copy sent to Agency  
NARS*

12/20/88

C. Item No.

D. Description of Item

1 Continued

Disposition of Files

Transfer all the monthly tapes for the fiscal year to the ~~Washington~~ **FRC** \* ~~Archive~~ five years after the end of the fiscal year. Destroy all the monthly tapes for the fiscal year, eight years after the end of the fiscal year.

2

Machine Readable Extract of Data Contained on Notification of Personnel Action (SF 508)

Description of Item

The file contains data from all the SF-508 transactions processed for HHS civilian employees during the fiscal year. Each record contains most the data appearing on a hard copy SF-508.

Purpose

The purpose is to provide a practical means of obtaining management information needed by internal HHS management and by authorized organizations such as OMB, GAO and GPE. The records are used by attorneys in HHS and private attorneys representing parties involved in administrative hearings. The records may also be used as evidence in court proceedings or before semi-judicial bodies.

Disposition of Files

Transfer the fiscal year tape to the ~~Washington~~ **FRC** ~~Archive~~ five years after the end of the fiscal year. Destroy the fiscal year tape eight years after the end of the fiscal year.

\* Federal Records Center (FRC)

OS:ASPER:ONRIN:SDAD:L.HYER:bac:OPPC603:"Item"