

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 12 1975	JOB NO. NC-235-75-3
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including omdements, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.</p>	
<p align="right">7-25-75 <i>James P. O'Hill</i> Date <i>Acting</i> Archivist of the United States</p>	

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education and Welfare

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Division of Central Payroll

4. NAME OF PERSON WITH WHOM TO CONFER
Fred G. Simon

5. TEL. EXT.
29 50990

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/2/75 *[Signature]*

Director of Administrative Services
Office of the Secretary

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>DHEW Pay cards in random sequence ranging from the year 1927 through 1963.</p> <p>The cards have been microfilmed in accordance with FPMR 101-11.5 microfilming.</p> <p>There are 160,000 pay cards, which have been placed on 57 reels of microfilm.</p> <p>The index is in alphabetical sequence indicating the year of the card microfilmed and what reel and frame to reference.</p>		

Copies to Agency & NCRPC 7-30-75 dC