

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>FEB 20 1976</b>	JOB NO.
DATE APPROVED <b>NCI</b>	<b>235-76-2</b>

*1 item* *235*  
 TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

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

2. MAJOR SUBDIVISION  
 Office of Personnel and Training

3. MINOR SUBDIVISION  
 Division of Security

4. NAME OF PERSON WITH WHOM TO CONFER  
 William F. Littlejohn, Jr.

5. TEL. EXT.  
 245-7305

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*3-12-76*  
 Date *James B. Rhoads*  
 Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

**A** The records have ceased to have sufficient value to warrant further retention.

**B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

*2/6/76* (Date) *William F. Littlejohn, Jr.*  
 (Signature of Agency Representative) *Security Specialist*  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Approximately 26,000 Individual Personnel Security files which the date of the last action by this office is more than ten years ago; approximately 20,000 of these files are stored in the Federal Record Center.</p> <p>Immediate disposal of these records is requested by waiver of GSA Regulation 3, Appendix B, Item 23 (August 10, 1960).</p>		
2.	<p>Permission is requested to destroy in the future Personnel Security Files on a continuing basis ten years after the date of the last action by this Office.</p> <p>Disposal of these records is requested by waiver of GSA Regulation 3, Appendix B, Item 23 (August 10, 1960).</p>		

*Copy to Agency 3-16-76*