

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

235

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

1. FROM (AGENCY OR ESTABLISHMENT)
Dept. of Health, Education and Welfare
2. MAJOR SUBDIVISION
Office of the Secretary
3. MINOR SUBDIVISION
Office of Personnel and Training
4. NAME OF PERSON WITH WHOM TO CONFER
Barbara Burdge
5. TEL. EXT.
245-2103
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JUN 10 1976
JOB NO	NC 1-235-76-8
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 "with drawn" in column 10.	
6-24-76 (Date)	<i>James E. O'Neil</i> Archivist of the United States

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.

6/7/76
Date

Eugene J. Reed, Jr.
(Signature of Agency Representative)

Acting
Dept. Records Management Officer
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Grievance Files.</u> This includes files on employee grievances filed within the Dept. of Health, Education, and Welfare. We request authority to dispose three (3) years after the file is closed.		
2.	<u>Adverse Action Files.</u> This includes files on adverse actions within the Dept. of Health, Education, and Welfare that are resolved without appeal to the Civil Service Commission. We request authority to dispose four (4) years after the file is closed.		

Copy to Agency 6-28-76