INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-235-78-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All items have been superseded by NC1-235-80-01 # 202-01 through 202-09.

Date Reported: 1/18/2023 NC1-235-78-01

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS SPOSITION AUTHORITY (See Instructions on reverse)		JOB NO NC 1 235 78 1		
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 1. FROM (AGENCY OR ESTABLISHMENT) Department of Health, Education, and Welfare		DATE DECEMENT 1 0 000 1077		
		DATE RECEIVED 18 OCT 1977		
2. MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may		
3. MINOR SUBDIVISION Office of Personnel and Training		be stamped "disposal not approved" or "withdrawn" in column 10.		
4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.	11 227 1 000 0		
Barbara Burdge	245-2103	11-9-77 Jana BRady		

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF ACTION HEPRISENTATIVE	E. TITLE		
10/11/77	Average 11 0. Hess	Dept. Records Management Officer		
7. ITEM NO.	8. DESCRIPTION OF IT (With Inclusive Dates or Retenti		9. SAMPLE OR JOB NO.	10, ACTION TAKEN
1.	Investigatory material from CSC. from the Civil Service Commission potential employees in nonsensitive	on employees or		·
j	Dispose of after the decision or retention of the employee.	_		
2.	Suitability or qualifications info or qualifications information obta potential employees. (This does not tory material received from CSC.)	ained on employees or		
	Dispose of when employee separ further administrative need o after 1 year; whichever comes	f the record; or		
3.	Official reprimands.			
	Dispose of when employee sepa specified in the reprimand; of whichever comes first.			
		10 i tima		

Tent to agency - 1/11/77 78

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4

REQUEST FOR RECORD SPOSITION AUTHORITY (See Instructions on reverse)			LÉAVE BLANK		
		JOB NO			
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHI	NGTON. DC 20408	DATE RECEIVE			
1. FROM (AGENCY OR ESTABLISHMENT)		- DATE RECEIVED			
Department of Health, Education, and Welfare		NOTIFICATION TO AGENCY			
2. MAJOR SUBDIVISION					
Office of the Secretary			the provisions of 44 U.S.C. 3303a the disposal re- nendments, is approved except for items that may		
3. MINOR SUBDIVISION			sal not approved" or "withdrawn" in column 10.		
Office of Personnel and Training		1			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.				
Barbara Burdge	245-2103	Date	Archivist of the United States		
6. CERTIFICATE OF AGENCY REPRESENTATIVE:					
I hereby certify that I am authorized to act for the	hic agancy in matters no	rtaining to the dic	enocal of the economic records		

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	·····		
10/11/77	Russell O. Hess	Dept. Records Management Officer			
7. ITEM NO.	8. DESCRIPTION OF IT (With Inclusive Dates or Retenti		9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
4.	Notices of proposed adverse action Notices of proposed adverse action mands that were officially propose effected.	ns or proposed repri-			
	Dispose of when proposal is we made not to proceed; or 1 year posal notice; whichever comes	after date of pro-			
5.	Disciplinary action records. Admost and similar disciplinary actions.	onishments; warnings;			
	Dispose of when employee separal specified in the record; when administrative need of the recoyear; whichever comes first.	there is no further			
6.	Disciplinary documentation. Letter other documentation on an employee possible disciplinary or adverse a	pertaining to			
	Dispose of when employee separ no further administrative need after 1 year; whichever comes	of the record; or			

REQUEST FOR RECORDS (SPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK			
		JOB NO			
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON,	ne 20408				
	UU 20400 ·	DATE RECEIVED			
1. FROM (AGENCY OR ESTABLISHMENT) Department of Health, Education, and We	lfare				
2. MAJOR SUBDIVISION		NO NO	NOTIFICATION TO AGENCY		
Office of the Secretary		quest, including ame	In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may		
3. MINOR SUBDIVISION		be stamped "dispos	be stamped "disposal not approved" or "withdrawn" in column 10.		
Office of Personnel and Training					
4. NAME OF PERSON WITH WHOM TO CONFER	5, TEL. EXT.				
Barbara Burdge	245-2103	Date	Archivist of the United States		
6. CERTIFICATE OF AGENCY REPRESENTATIVE:					
I hereby certify that I am authorized to act for this ager that the records proposed for disposal in this Reques this agency or will not be needed after the retention p	st of <u>4</u> pag	taining to the disp ge(s) are not nov	posal of the agency's records; w needed for the business of		
A Request for immediate disposal.					

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
10/11/77	Russell O. Hess	Dept. Records Management Officer		
7. ITEM NO.	8. DESCRIPTION OF IT (With Inclusive Dates or Retention		9. Sample or Job No.	10. ACTION TAKEN
7.	Complaints, inquiries, and debt of Complaints, inquiries, and debt of on employees. Dispose of when employee separ	prrespondence received		
	further administrative need of after the issue is resolved; w	the record; or 1 year		
8.	Merit promotion files. Merit prom	notion program case files	•	
	Dispose of after 2 years.			
9.	Special employment program files. in special employment programs (su Junior Fellows, Management Intern,	ch as Upward Mobility,		
	Dispose of when there is no funeed of the record; or 2 years leaves program; whichever come	after participant		

REQUEST FOR RECORDS SPOSITION AUTHORITY (See Instructions on reverse)		LÉAVE BLANK				
	RAL SERVICES ADMINISTRATION,		_			
	L ARCHIVES AND RECORDS SERVICE, WASHINGTON. ENCY OR ESTABLISHMENT)	, DC 20408	DATE RECEIVED			
Depart	tment of Health, Education, and W	Welfare	NOTIFIC	CATION TO AGEN	CY	
2. MAJOR SUE Office	BDIVISION Of the Secretary		In accordance with the pro	NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal re-		
3. MINOR SUE	BDIVISION		quest, including amendme be stamped "disposal not	nts, is approved excep approved" or "withdi	t for items that may rawn" in column 10.	
	e of Personnel and Training	Te TEL EVE	_			
4. NAME OF P	PERSON WITH WHOM TO CONFER	5, TEL. EXT.				
	ra Burdge	245-2103	Date	Archivist of the	United States	
that the this age	r certify that I am authorized to act for this age records proposed for disposal in this Requerency or will not be needed after the retention proposed for immediate disposal. Request for disposal after a specific retention.	est of <u>4</u> page periods specified.	ge(s) are not now no	eeded for the l	ousiness of	
c . DATE 10/11/77	D. SIGNATURE OF ACENCY REPRESENTATIVE	E. TITLE Dept. F	Records Managem	ent Office	r	
7. ITEM NO.	8. DESCRIPTION (With Inclusive Dates or R			9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
10.	Performance appraisals and ratappraisals and ratings (except be filed on permanent side of Folder in FPM Supplement 293-3 Dispose of after whichever first: when employee sepa or when employee receives and the applicable grievan expired.	for those re Official Pers 1). of the follo rates; after a new apprais	equired to connel wing comes 2 years; cal/rating			