

NC 21 NOV 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC 1 235 79 1	
DATE RECEIVED	24 NOV 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	12-5-78
	James E. O'hell Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of HEALTH, EDUCATION, AND WELFARE

2 MAJOR SUBDIVISION

OFFICE OF THE SECRETARY

3 MINOR SUBDIVISION

EXECUTIVE SECRETARIAT

4 NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Dorothy Vernaccini

245-6392

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.

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
11/28/78	Abel Carden	Branch Chief S MB/PAS/OS

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Official Correspondence File of the Secretary, DHEW.</p> <p>Official record copies of correspondence and associated background material (copies of incoming memorandums, comments, drafts, and similar documents) of the Secretary, Under Secretary, and Executive Secretary, DHEW. Included are documents submitted for review and/or approval with notes to the file made by the Secretary, Under Secretary, or Executive Secretary.</p> <p>a. Documents which: (1) issue policy, prescribe procedures, or affect organizational structures; (2) provide executive direction or document major functions; (3) pertain to relations with the White House, Executive Office of the President, Congress or the public; (4) prescribe budget policy; (5) pertain to litigation and formal legal opinions; and (6) relate to major agency programs and plans.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC 3 years after annual cutoff. Offer to NARS when 20 years old. [Amended by R.A.W. 2/6/8]</p> <p>b. Documents of a routine, administrative, or non-policy nature and all files not covered by "a".</p> <p>2 items.</p>		

Copies sent to NNF, NNB.  
12/6/78. (PL). Only NCW 12-7-78

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Disposition:</u> Transfer to WNRC 3 years after annual cutoff. Destroy when 7 years old.</p> <p>Estimated Annual Volume of Permanent Records: 12 to 15 CF.</p> <p>Arrangement: Subject-numeric.</p>		