

144
NOV 24 1979

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See-Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-235-79-2
DATE RECEIVED	5 JAN 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>1-24-79</i> <i>James E. O'Neil</i> <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
HEALTH, EDUCATION and WELFARE DEPARTMENT

2 MAJOR SUBDIVISION Office of the Secretary
Assistant Secretary for Management and Budget

3 MINOR SUBDIVISION
Office of Environmental Affairs (OEA)

4 NAME OF PERSON WITH WHOM TO CONFER
Charles Custard, Director (OEA)

5. TEL EXT
(202)
245-7243

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 3 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 <i>1/2/79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Abel Cardu</i>	E TITLE <i>Chief, Documentation Mgt Branch</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>ENVIRONMENTAL DOCUMENTS RETENTION SCHEDULE</u></p> <p>(1) <u>Draft and Final Environmental Impact Statements (EIS) prepared by HEW.</u> EISs assess the environmental impact of an action or actions taken by HEW. The EISs are distributed to other federal agencies and to public and private groups for review and comment. Final EISs must address written comments on the draft EIS submitted by reviewers. <i>Destroy when</i> Retention period - six years <i>old.</i></p> <p>(2) <u>Draft and Final Limited Impact Statements prepared by HEW.</u> Limited Impact statements assess environmental impacts that are not considered to be "significant" and therefore do not require preparation of an EIS. The documents must be made available to the public upon request but do not require distribution. Retention period - six years <i>old.</i></p> <p>(3) <u>Environmental Analyses prepared by HEW.</u> Environmental Analyses are the documents used to support the decision to prepare either an EIS or limited impact statement.</p>		

115-107

Witensky

sent to Agency Only 1-29-79 MJD

11/19/79 - Changed with approval of C. Custard (HEW) - PL

REQUEST FOR RECORDS DISPOSITION AUTHORITY
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3 MINOR SUBDIVISION

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9. SAMPLE OR
 JOB NO

10 ACTION TAKEN

(3) Continued

Environmental analyses are retained with either the EIS or limited impact statement in the project file of the agency which prepares the EIS or limited impact statement.

Destroy when
 Retention period ~~—~~ six years *old.*

(4) Categorical Exclusions

Categorical exclusions are analyses that are prepared by HEW program staff which may determine that program actions are not capable of creating significant environmental impact and therefore exclude that program activity from any further consideration of the need for an environmental analysis, or environmental impact statement.

Destroy on
 Retention - ~~To be retained until~~ expiration of the authority for the activity covered by the analyses, or two years after supercession by revised analysis, whichever is sooner.

(5) Draft Environmental Impact Statement prepared by other federal agencies and sent to HEW for review and comment.

The National Environmental Policy Act (NEPA) requires federal agencies to send EISs to other federal agencies

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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
(5)	<p><u>Continued</u></p> <p>having jurisdiction or technical expertise in connection with potential environmental impacts caused by the federal action. The external EISs are reviewed by HEW, and if they involve impacts within the jurisdiction or technical expertise of HEW, comments are prepared and forwarded to the originating agency.</p> <p>Retention - The EISs on which comments are submitted will be retained with the comments for one year, or as follows, whichever is less: <i>and will be destroyed when one year old</i></p> <p>(a) 30 days after issuance of a final EIS (b) an amended draft has been issued (c) the proposed undertaking has been cancelled.</p>		
(6)	<p><u>Final Environmental Impact Statements prepared by other federal agencies where HEW agencies have commented on the draft EIS.</u></p> <p><i>Retained when</i> Retention - One year. <i>old.</i></p>		