

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

REC'D. 12 Jun 81 NY

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health & Human Services

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of General Counsel

4. NAME OF PERSON WITH WHOM TO CONFER
Lillian Linthicum

5. TEL. EXT.
245-7710

LEAVE BLANK	
JOB NO NCI-235-81-1	
DATE RECEIVED June 1, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-11-82 Date	<i>[Signature]</i> Archivist of the United States

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 <u>5/18/81</u> XXXXXX	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene J. Reed, Jr.</i> Abel Carder	E. TITLE Office of the Secretary Records Officer
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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
601-01	<u>LEGAL OPINION PRECEDENT FILE</u> Precedential legal opinions issued by the Office of General Counsel for application to programs throughout DHHS. Included are legal opinions, directly related memoranda, copies of laws and related documents. Arranged by subject matter. <u>Disposition:</u> Destroy when no longer needed for precedential value	NCI-235-80-1	withdrawn
601-02 a	<u>LITIGATION CASE FILES</u> Files consist of court pleadings, correspondence, memoranda, court decisions and similar documents. These files are applicable to programs throughout DHHS. <u>Disposition:</u> Destroy when no longer needed as precedential bases for other litigation or when 20 years old, whichever is sooner. (For the disposition of OGC Social Security Division litigation case files, see NCI-235-77-1.) <i>EBB</i>	NCI-235-80-1	<i>3 items</i>

MASS DATA CHANGE SHEET ATTACHED
Closed Out: 2-22-82: S.T.D.
Copy to Agency & NCA

ITEM NO.

DESCRIPTION OF ITEM

SAMPLE OR
JOB NO.

ACTION
TAKEN

601-03

ADMINISTRATIVE HEARING FILES

*NCI-235-
80-1*

Case files accumulated throughout OGC to document hearings and appeals within DHHS. Included in these files are letters of deferrals, hearing transcripts, legal briefs and affidavits, trial exhibits, initial decisions of the administrative law judge, appeals to the Secretary, Secretarial dispositions, and related materials.

Disposition:

Destroy when no longer needed as precedential bases for other administrative hearings or when 20 years old, whichever is sooner. *FB
2/7/82*