

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-235-84-2</i>	
DATE RECEIVED <i>4-13-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>04/13/84</i> Date	<i>Robert M. [Signature]</i> 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 and Human Services

2 MAJOR SUBDIVISION  
Office of the Secretary

3 MINOR SUBDIVISION  
Office for Civil Rights

4. NAME OF PERSON WITH WHOM TO CONFER  
Denise E. Carver

5 TEL EXT  
472-5654

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 4/5/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	E. TITLE Department Records Management 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
1.(701.01)	<u>Health and Human Services (OCR) Review Files</u>  Files accumulated on civil rights review of departmental rules and regulations applicable to Health and Human Services programs.  <u>Disposition:</u> Review and cut off annually. Destroy three years after cut off.		
2.(701.03)	<u>Civil Rights Directives</u>  Documents issuing (transitory) administrative and program procedures and guidelines to civil rights headquarters and regional staff.  <u>Disposition:</u> Cut off annually. Destroy four years after cut off or when superseded, whichever is earlier.		

6 items

*sent copies to [unclear] 11/2/84*  
*sent copies to [unclear] 11/2/84*

3. (701.06)

Civil Rights Special Projects Files

Case files developed on special projects required by the Director, Office for Civil Rights, which deal with programmatic policies. Included are preliminary and final reports, background materials, correspondence and related materials.

Disposition: Permanent. Place in an inactive file upon completion of project. Hold for three years or until volume warrants and transfer to WNRC. Offer to NARS when 20 years old.

↳ in 5 year blocks

4. (701.09)

Civil Rights Public Inquiries and Comments Files

General correspondence to public inquiries and comments regarding civil rights laws, regulations, and activities. Included are incoming memoranda, letters, forms, etc.

Disposition: OCR/OPO: Cut off at the close of FY. Destroy one year thereafter, or when no longer needed for administrative purposes whichever is earlier.

(Change in lieu of Big Cities Review Files)

5. (701.11)

Letters of Findings (LOFs)

A comprehensive file of all letters of findings for complaints and compliance reviews issued by regional offices. These files are maintained by the Office of Program Operations (OPO) to determine when compliance reviews should be conducted, for program analysis to identify precedential cases, and for purpose of administrative management.

Disposition: OCR/OPO: Cut off annually after issuance of LOF. Destroy five years after cut off.

6. (701.13)

Early Warning Reports (EWRs)

Reports of letters of findings prepared by the regions and ready for release. These reports are evaluated by headquarters staff to determine if there is reason to withhold immediate release.

Disposition: Cut off annually after preparation of report. Destroy five years after cut off.