REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

1. From: Department of Health and Human Services
   Major Subdivision: Administration for Children and Families
   Minor Subdivision:

2. Name of Person with Whom to Confer: Francis X. Lynch
   Telephone Ext: 245-2453

3. Name of Person with Whom to Confer: A. Prentice Barnes, Sr.
   Date: 08/30/91

4. Notification to Agency:
   In accordance with the provisions of 44 USC 3303a, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

5. Certification 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 [1] page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

6. Certification of Agency Representative:
   A. GAO concurrence: [ ] is attached, or [X] is unnecessary

7. Item No: 1

8. Description of Item:
   Posters. All formally published posters dealing with non-administrative topics, created in the Administration for Children and Families.

   Disposition: PERMANENT. Transfer 2 copies of each poster when produced by adding the National Archives to the distribution list and shipping the posters, either flat or in mailing tubes to the National Archives. The address appears below.

   National Archives and Records Administration
   ATTN: NNSP - Posters from the Health Care Financing Administration
   Washington, D.C. 20408

   Records which are duplicative or have insufficient value to warrant permanent retention may be destroyed by National Archives accession staff without further notification to the agency.

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Copy sent to agency. NNW NNS NSt. 1/6/92

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STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

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