

#18 Feb 82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Community Services, HHS

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

John Sowders

5. TEL EXT

653-5430

LEAVE BLANK	
JOB NO	NC1-381-82-2
DATE RECEIVED	February 18, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-18-82 Date	<i>Robert M. Star</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 1 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 2/18/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John H. Sowders</i>	E. TITLE <i>Records Officer</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
1	Office of Economic Opportunity, Community Services Administration Form Files. 10 cubic feet. DESTROY IMMEDIATELY.		
2	Miscellaneous Emergency Food and Medical Services Records. 3 cubic feet. Consists of miscellaneous office records collected between 1968 and 1974 of the Emergency Food and Medical Services Division of the Office of Health Affairs, Office of Economic Opportunity. Included are copies of the Director's chronological files, copies of grantee directories and assorted OEO publications, OEO staff instructions regarding various food programs; copies of materials discussing food and nutrition from the Departments of Agriculture and the Interior, and similar materials. DESTROY IMMEDIATELY.		

No mass data change required

2 items

*Closed out: 3-22-82: X.T.T.
Copy to Agency & NWF*

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-381-82-2

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL:** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
NH APPROVAL APPRAISAL	APPRaiser	Jarritos B. Wolfinger	March 11, 1982
	DIRECTOR, RECORDS DISPOSITION DIVISION	Raymond Almarley	3/15/82
CONCURRENCES	NNF	Paul T. Roggi	3-17-82

SECTION III - APPRAISER'S COMMENTS

The records described in NCL-381-82-2 have no permanent value and no further temporary value to the agency.