

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

Ni-418-89-1

DATE RECEIVED

4/10/90

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

1 FROM (Agency or establishment)

2 MAJOR SUBDIVISION Department of Health and Human Services

3 MINOR SUBDIVISION Public Health Service

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

6 CERTIFICATE OF AGENCY REPRESENTATIVE

5 TELEPHONE EXT

Linda Querec
Linda Querec
443-2055

DATE

4/29/90

ARCHIVIST OF THE UNITED STATES

[Signature]

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, 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

A GAO concurrence is attached, or is unnecessary

B DATE <i>4/9/90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE DHHS Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Unscheduled Audiovisual and Textual Records of the Public Health Service, (WNRC) Records of the Alcohol Drug Abuse and Mental Health Administration, National Institute of Mental Health, St Elizabeth's Hospital, Accession 418-75-0005, Boxes 1-4.</u></p> <p><u>Subject Files of the Construction Section, ca. 1963-70. Accession 418-75-0005, Boxes 1-4.</u></p> <p>Contains correspondence, memoranda, miscellaneous construction related publications, sketches, "working" blueprints and drawings, blue line drawings of partition arrangements and mechanical and phone systems, contracts, mechanical specifications, notes and lists of equipment. Also included are extremely routine records such as purchase orders, requisition forms and daily construction progress reports.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Closed Series Volume: 4 cubic feet</p> <p>Disposition: Destroy Immediately</p>		