

Rec'd NCD 10 Jun 79 M

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <b>NC1-418-79-1</b>	
DATE RECEIVED <b>10 JAN 1979</b>	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>W. J. ...</i> Date _____ Archivist of the General Services	

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Health Education and Welfare**

2. MAJOR SUBDIVISION  
**Alcohol, Drug Abuse and Mental Health Administration**

3. MINOR SUBDIVISION  
**Saint Elizabeths Hospital**

4. NAME OF PERSON WITH WHOM TO CONFER

**Niland M. Ritter**

5. TEL. EXT.

**574-7460**

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 \_\_\_\_\_ 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 <b>1/9/79</b>	B. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn S. Tolson</i> <b>Louis S. Marcel</b>	E. TITLE <b>PHS Records Officer</b> <b>Records Officer, Saint Elizabeths Hospital</b>
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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
	<p align="center"><b>AMENDMENT</b></p> <p>Amend ADAMHA Records Control Schedule, Job Number NC1-90-76-5 Part VI - Saint Elizabeths Hospital Schedule Item 84 b Disposition: for SEH Staff Offices and Facilities - to read;</p> <p><u>SEH Staff Offices and Facilities</u> - Destroy duplicate and reference copies four years after superseded. Earlier disposal is authorized. Do not send to Federal Records Center.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><i>Louis S. Marcel</i> Louis S. Marcel Records Management Officer, Saint Elizabeths Hospital</p> <p><i>Robert G. Schonfeld (for)</i> Robert G. Schonfeld Associate Superintendent for Administration, Saint Elizabeths Hospital</p> <hr/> <p>Executive Officer, NIMH</p> <hr/> <p>Records Officer, ADAMHA</p> <hr/> <p>Director, OAM, ADAMHA</p> <hr/> <p>General Counsel, ASH</p>		