

Rec'd NOD 10 Jan 79 AA

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

LEAVE BLANK	
JOB NO.	NC1-418-79-2
DATE RECEIVED	1-10-79
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for the items to be stamped "disposal not approved" or "with" in column 10.	
Date	Review of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Public Health Service

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 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 1/8/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacquelyn L. Tolson</i>	E. TITLE PHS Records 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
	<p><u>Immediate Office of the Superintendent, SEH</u></p> <p>a. <u>Description</u>: These records incorporate the general correspondence and administrative files which document the formulation of hospital policy and the establishment, direction and review of the primary missions of SEH.</p> <p><u>Record Copy Location</u> - Immediate Office of the Superintendent, SEH.</p> <p>b. <u>Disposition</u>: <u>Permanent</u> - The SEH Records Officer will offer to the National Archives at the end of ten years after a Superintendent leaves office.</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 - Destroy duplicate and reference copies four years after superseded.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>	NCI-90-76-5 Item 84b.	

*Reviewed for approval by PHS. not center*