

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

NO 1 489 27 01

LEAVE BLANK	
DATE RECEIVED 03 FEB 1977	JOB NO
DATE APPROVED	

5 Items
 TO GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education & Welfare

2 MAJOR SUBDIVISION
Office of Human Development

3. MINOR SUBDIVISION
Office of Handicapped Individuals

4. NAME OF PERSON WITH WHOM TO CONFER
Melzetta Friday

5. TEL. EXT.
245-6644

NOTICE TO AGENCY

In accordance with the provisions of the Act...
 4-4-77 *James E. O'Neil*
 acting

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 4 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

1/17/77 (Date)

Eugene J. Reed, Jr.
 for Russell O. Hess
 (Signature of Agency Representative)

Department Records
 Mgt. Officer
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>General Subject File</u></p> <p>Files broken down by subject, and filed according to DHEW/OHD File Manual, consisting of correspondence, memoranda, reports, national organizations concerned with the handicapped, administration publications, personnel and training. Personnel and training files are arranged in alphabetical order in individual folders.</p> <p><u>Authorized Disposition</u></p> <p>Excepting for routine and nonrecord materials covered in items <u>2</u> and <u>4</u> of this schedule, dispose when no longer needed. <i>Destroy when 5 years old; earlier disposal is authorized.</i></p>		
2.	<p><u>Nonrecord Reference Materials (Resource Files)</u></p> <p>Reading files (also known as chronological or "chrono" files and day files), extra copies of correspondence and other records whether relating to program or administrative activities, information copies, drafts, working</p>		

Sent to agency, NNB & NCW- 4/6/77 20