

Rec'd NCO 14 May 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-439-80-1
DATE RECEIVED	3-14-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	9-8-80
Archivist of the United States	<i>R. R. [Signature]</i>

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
Office of Human Development Services

3. MINOR SUBDIVISION
Administration on Aging

4. NAME OF PERSON WITH WHOM TO CONFER
Robert E. Holliday
Robert E. Holliday

5. TEL. EXT.
245-9004

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 2 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 3/3/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Dr. Guy E. [Signature]</i>	E. TITLE Department Records Management 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
1.	<p>16 Boxes (16 cubic feet) of superseded State Plans with related correspondence for Administration on Aging, covering Fiscal Years 1976 through 1977. Each State receives Older Americans Act funds in accordance with a formula based on demographics of Older persons (60 and over), for social services, (legal, transportation, outreach and home repairs) and nutritional services. Before receiving funding a State Plan must be submitted denoting the need and plan for such social and nutritional services.</p> <p>PERMANENT. TEMPORARY. Transfer obsolete State Plan material to Federal Records Center when they are superseded. Destroy when 10 years old. <i>offer to NARS when 10 years old.</i></p>		
2.	<p>12 boxes (12 cubic feet) of 1976 Transition Quarter Title V Multi-Purpose Senior Center Discretionary Grants. The Senior Center is a community focal point on aging, a place where older persons meet together, receive services and participate in activities that enhance their dignity, support their independence and encourage their involvement in and with the community.</p> <p>a. Official Grant File. TEMPORARY. Transfer to Federal Records Center 1 year after close-out. Destroy 7 years after close-out. If a grant is audited and</p>		

115-107
*Copy to all FRC agencies
NWF (NAB 9-16-80)*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>findings indicate adjustment, such grant file shall be transferred to the Federal Records Center 1 year after final disposition of findings and destroyed 7 years after final disposition of findings.</p> <p>b. Working File: Destroy 3 years after final close-out</p>		