

| | | | |
|---|--|---|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | DO NOT WRITE IN THESE SPACES (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-440-97-1</i> | DATE RECEIVED <i>1-7-97</i> |
| 1. FROM (Agency or establishment) DHHS/Health Care Financing Administration | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Office of Financial and Human Resources | | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION Office of Human Resources | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey <i>Vickie Robey</i> | 5. TELEPHONE (410) 786-7883 | DATE <i>5-20-97</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i> |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE DEC 17 1996 | SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> A Prentice Barnes, Sr. | TITLE DHHS Records Management Officer | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1 | <p style="text-align: center;">HEALTH CARE FINANCING ADMINISTRATION ADMINISTRATIVE/MANAGEMENT</p> <p><u>Appointee Clearance and Vetting Files</u></p> <p>Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, background information about individuals, financial disclosure forms, security clearances, notifications of personnel action, White House clearance checklists, and other documentation relating to the selection, clearance, and appointment of political appointees.</p> <p>a. Appointees. Destroy at the end of the presidential administration during which the individual is hired, except for any original material appropriate for filing in OPFs, which should be placed in those files.</p> <p>b. Non-appointees. Close file on termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered.</p> | NC1-440-79-2 | |

MAY 22 1997 MTR copy to NWDD NL