

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

*Rec'd NCD 9/27/80*

LEAVE BLANK	
JOB NO  NCL-440-80-3	
DATE RECEIVED 5-12-80	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>8-20-80</i> <i>James P. O'Heile</i> Date <i>adding</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)  
*Health Care Financing Administration, DHEW*

2. MAJOR SUBDIVISION  
*Office of Management and Budget*

3. MINOR SUBDIVISION  
*Office of Human Resources and Administrative Services*

4. NAME OF PERSON WITH WHOM TO CONFER  
*Frederick W. Brickenkamp*

5. TEL. EXT.  
FTS  
*934-8710*

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 <i>5/1/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. ...</i>	E. TITLE Records Officer Health Care Financing Administration
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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 style="text-align: center;">Grant Files</p> <p>These files accumulate in administering the HCFA grant management program. Disposition is not authorized by General Records Schedule Number 3.</p> <p><u>Grant Files:</u> Official copies of grants, including planning documents, applications, memorandums and other correspondence, technical evaluation reports, periodic reports, financial advisory reports, budget negotiations, award notices, and similar records. The files are maintained on a fiscal year basis in grant number sequence.</p> <p>Close out file upon completion of project period and upon completion of final audit (if required), hold 1 year, and transfer to FARC. Destroy 6 years after close out.</p>		
2	<p><u>Final Product Files:</u> Published reports, books, studies, audiovisual material, or any other final grant or contract product and related records in textual or machine readable form.</p> <p>A. Office of record for grant or contract: Permanent. Retain 1 copy of the final report or product on each</p>		<i>3 items</i>

*Copies to NRB/NRF agency  
all FRC's 8-26-80*

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF 2  
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>project for one year after final report or product is received; transfer to FARC and offer to the National Archives when 15 years old.</p> <p>B. Other offices: Destroy copies when no longer needed.</p>		