

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO

*N1-442-90-3*

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

DATE RECEIVED

*3/30/90*

1 FROM (Agency or establishment)

Department of Health and Human Services

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Public Health Service

3 MINOR SUBDIVISION

Centers for Disease Control

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Linda Querec *Linda Querec*  
PHS Records Management Officer

5 TELEPHONE EXT

(301)443-2055

DATE

*5/8/90*

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <i>3/29/90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Alvin B. ...</i>	D TITLE DHHS Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>NARA GENERAL RECORDS SCHEDULE, JUNE 1988</u></p> <p><u>Accountable Officers' Accounts Records</u></p> <p>The Financial Management Office of the Centers for Disease Control (CDC) requests approval of the following item as an exception to the General Records Schedule. Some of the records maintained in these files relate to documentation and administration of the Superfund. In accordance with the EPA Superfund Financial Management and Recordkeeping Guidance for Federal Agencies dated January 1989, we are required to retain these records 10 years.</p> <p><u>Accountable Officers' Files</u></p> <p>Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds.</p> <p><u>Authorized Disposition:</u> Destroy 10 years after period covered by account.</p> <p>CONCURRENCES:</p> <p><i>[Signature]</i> _____ <i>2-23-90</i> Director, Financial Management Officer Centers for Disease Control Date</p> <p><i>[Signature]</i> _____ <i>2-23-90</i> Records Officer Centers for Disease Control Date</p>	GRS 6 Item 1a	