

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-443-00-4</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5-2-2000</i>	
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION National Institutes of Health			
3. MINOR SUBDIVISION Office of Federal Advisory Committee Policy			
4. NAME OF PERSON WITH WHOM TO CONFER Leslie Watson	5. TELEPHONE 301-496-2833	DATE <i>8-27-01</i>	ARCHIVIST OF THE UNITED STATES <i>J. 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 <u>1</u> 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 21 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.		TITLE HHS Records Manager

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested to revise/modify/update the 1743 NIH Records Control Schedule, covering section 1100-G - Committee Management: Chartered Federal Advisory Committees records. These records were once maintained in paper format and later discontinued. However, now this information is being made available, once again, in electronic format. Therefore, this request is to replace the previous disposition with the current to reflect the change in technology.</p> <p>These items will appear in the NIH Records Control Schedule as follows:</p> <p><i>cc: Agency, NWRMD, NWRMW, NR</i></p>		

OLD

1100-G-1 N1-443-97-01

Semi-annual publication, "NIH Public Advisory Groups" listing of authority, function, structure and membership of each public advisory group.

a. Located in NIH Committee Management Office.

Disposition: PERMANENT Transfer to National Archives when three years old.

b. Other copies

Disposition: Destroy when superseded or no longer needed.

(NOTE: This item is a collection of information also found in items 1100-G-7 and 1100-G-8)

NEW

1100-G-1

Directory of NIH Federal Advisory Committees. Electronic listing of authority, function, structure and membership of each NIH Federal advisory committee.

c. Located in the Office of Federal Advisory Committee Policy.

Disposition: All copies Delete when superseded or no longer needed for reference.

(NOTE: This item is a collection of information also found in items 1100-G-7 and 1100-G-8)

Modifications to this schedule were approved by Leslie Watson on 7/10/01 per tel/con and e-mail correspondence.
Jackie Mitty

Clearances:

Leslie Watson:

Leslie Watson

NIH Records Officer

12/9/99

Date