

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-443-89-1	DATE RECEIVED 5/4/89
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Public Health Service		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION National Institutes of Health		5 TELEPHONE EXT. 443-2055	ARCHIVIST OF THE UNITED STATES 5/18/89 [Signature]
4 NAME OF PERSON WITH WHOM TO CONFER Linda Querec PHS Records Officer	5 TELEPHONE EXT. 443-2055	DATE 5/18/89	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 5/4/89	C SIGNATURE OF AGENCY REPRESENTATIVE [Signature] Dr. George Deal	D TITLE DHHS Records Officer
7 ITEM NO 1100-B-1a	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Subject Files created in the Office of the Director to document the Director's relationship with other NIH components, HHS bureaus, the Assistant Secretary for Health, other government agencies, and Congress. Also included are records relating to the planning, development, and management of agency programs. Documentation includes correspondence, memoranda, minutes of committee meetings, briefing materials, position papers, reports, evaluations, and studies. Non-current records cover the years 1948-82; total volume is approximately 250 cubic feet. Later records are in active use, in the custody of the Executive Secretariat. Disposition: PERMANENT. Transfer records 20 years old and older to the National Archives upon approval of this schedule. (Volume is approximately 50-75 cubic feet.) Retire later records to the Washington National Records Center; transfer to the National Archives in five-year blocks when most recent record is 20 years old. Cut off current records when five years old; retire to WNRC in five-year blocks when most recent record is seven years old. Transfer to the National Archives in five-year blocks when most recent record is 20 years old. [Signature] NIH Records Officer	9 GRS OR SUPERSEDED JOB CITATION
		10 ACTION TAKEN (NARS USE ONLY)
		3/14/89 Date

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER **N1-443-89-01**

ITEM COUNT **1**

SUMMARY

The National Institutes of Health requests revised disposition authority for its records manual, to include the previously unscheduled subject files of the Director's Office. The earliest records date from 1948; total volume is approximately 250 cubic feet. The series includes correspondence, memoranda, minutes of committee meetings, briefing materials, position papers, reports, evaluations, and studies. The records are scheduled for permanent retention.

I recommend approval of this schedule. The records document the activities of a major government official and also provide significant historical information.

RECOMMENDATION

1. APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
2. APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified
Item 1100-B-1a
3. DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition
4. WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

Not Required Required — Publication Date
Copies Requested
Comments Received

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRaisal 5/9/89	APPRaiser	<i>[Signature]</i>	4 May 89
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>[Signature]</i>	5/9/89
CONCURRENCES	NNT	<i>[Signature]</i>	5/17/89