

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-443-89-2	DATE RECEIVED 8/18/89
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 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4. NAME OF PERSON WITH WHOM TO CONFER Linda Querec PHS	5. TELEPHONE EXT. 443-2055	DATE 9/4/89	ARCHIVIST OF THE UNITED STATES 

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 \_\_\_\_\_ 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 8/17/89	C. SIGNATURE OF AGENCY REPRESENTATIVE  Dr. George Deal	D. TITLE Department Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>HISTORICAL RECORDS</p> <p>The records covered by this schedule are unscheduled and date from 1952 to 1967 with a small amount of earlier material. They have been in storage at the Washington National Records Center but have been recalled by the agency and with the exception of item #7 are in the NIH records staging area. Item #7 is still at WNRC.</p> <p>NATIONAL INSTITUTE OF NEUROLOGICAL DISEASES AND BLINDNESS.</p> <p>Office of the Director, Subject Files, 1952-54 (Acc.# 443-61-0474, Box 32-38). 7 cu. ft.</p> <p>Records of NINDB Director Pearce Bailey. Information files and subject correspondence.</p> <p>DISPOSITION: <b>PERMANENT.</b> Transfer to the National Archives on approval of schedule. Destroy routine facilitative records during processing, including those relating to: accounting, buildings and grounds, forms, personnel, procurement, and travel.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

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2	<p>Office of the Director, Subject Files, 1954-62 (Acc.# 443-660-0474, 1376, Box 89-109). 21 cu. ft.</p> <p>Subject files and alphabetical correspondence file of NINDB Director Richard Masland.</p> <p>DISPOSITION: <b>PERMANENT</b>. Transfer to the National Archives on approval of schedule. Destroy routine facilitative records during processing (see examples in item 1).</p>		
3	<p>Office of the Director, Subject Files, 1962-66 (Acc.# 443-74-0619, Box 1-9). 10 cu. ft.</p> <p>Subject files of NINDB Director Richard Masland.</p> <p>DISPOSITION: <b>PERMANENT</b>. Transfer to the National Archives on approval of schedule. Destroy routine facilitative records during processing (see examples in item 1).</p> <p>NATIONAL INSTITUTE OF CHILD HEALTH.</p>		
4	<p>Central Subject Files, 1962-64 (Acc.# 443-67-2076, Box 13-18). 6 cu. ft.</p> <p>Central file copies of correspondence and information filed by subject. Includes one box of alphabetical correspondence signed by NICHD Director Robert M. Aldrich and others.</p> <p>DISPOSITION: <b>PERMANENT</b>. Transfer to the National Archives on approval of schedule. Destroy routine facilitative records during processing (see examples in item 1).</p>		
5	<p>Adult Development and Aging Branch, Subject Files, 1963-67 (Acc.# 443-71-4626, Box 1-6). 7 cu. ft.</p> <p>Subject files including reports, grant files, transcripts of conferences and committee meetings, and historical files dated 1946-49.</p>		

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5	<p>(Cont.)</p> <p>DISPOSITION: <b>PERMANENT</b>. Transfer to the National Archives on approval of schedule. Destroy routine facilitative records during processing (see examples in item 1). Typescript volumes of International Directory of Gerontology also disposable.</p>		
6	<p>Office of the Director, Subject Files, 1964-66 (Acc.# 443-69-0171, Box 11-13). 3 cu. ft.</p> <p>Subject files of Director Donald Harting.</p> <p>DISPOSITION: <b>PERMANENT</b>. Transfer to the National Archives on approval of schedule. Destroy routine facilitative records during processing (see examples in item 1).</p> <p><b>NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES</b></p>		
7	<p>Office of the Director, Subject Files, 1957-63 (Acc.# 443-69-1762, Box 25-26). 2 cu. ft.</p> <p>Subject files of NIAID Director Justin M. Andrews.</p> <p>DISPOSITION: <b>PERMANENT</b>. Transfer to the National Archives on approval of schedule. Destroy routine facilitative records during processing (see examples in item 1).</p>		