

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of the General Counsel

4. NAME OF PERSON WITH WHOM TO CONFER
Jeffrey Davis or Elaine Pankey

5. TELEPHONE
(202) 619-0158
(202) 690-5688

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-400-02-1

DATE RECEIVED
11-20-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 9-27-02 ARCHIVIST OF THE UNITED STATES
[Signature]

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 ___ 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,
 is not required; is attached; or has been requested.

DATE NOV 20 2001 SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* TITLE HHS Records Manager
A Prentice Barnes

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
601.02	<p>Litigation Case Files</p> <p>D. OS Headquarters. Cases which are determined to not have precedential value for other litigation cases. Destroy two years after termination of the case.</p> <p><i>see attached revised schedule. approved per 5/30/02 email from E. Pankey</i></p> <p><i>[Signature]</i> Jeffrey Davis Chief, Administrative Law Branch</p> <p>11-20-2001 Date</p>	<p>Amendment</p> <p>HHS OS Handbook Item 601.02</p>	

Disposition:

1. OS Headquarters

- A. Cases which are determined to have precedential value for other litigation cases.
TEMPORARY. Transfer to WNRC two years after termination of case or when volume warrants. Destroy 20 years after termination. (Approved under NC1-235-81-1)
- B. Cases which are determined to not have precedential value for other litigation cases.
TEMPORARY. Destroy two years after termination of the case.

2. Electronic Mail and Word Processing System Copies for all series under 601.02 File Code for Litigation Case Files.

- A. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.
DELETE within 180 days after the recordkeeping copy has been produced.
- B. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.
DELETE when dissemination, revision, or updating is complete.