

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	N1-468-91-1
1. FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED	11-16-90
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Assistant Secretary of Personnel Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Alvetta Jones	5. TELEPHONE EXT. 245-1605	DATE 12/11/90	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 one 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 11/7/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE "HHS 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 GRS OR SUPERSEDED JOB CITATION	10.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>
401.10	Employee Assistance Program Files  Records created to record interviews and interventions with employees who use the program; and records created for planning and administering the program.		
	<del>a. Employee Assistance Program Counseling Files</del>		
	<del>1. Services provided by HHS staff</del>		
	<del>Destroy three years after the employee has ceased contact with the program, whether or not the employee has terminated employment with HHS, longer if required by the state where the records are kept, or until any litigation involving the employee is resolved.</del>	GRS 1/26a	
	<del>2. Services provided by contract staff</del>		
	<del>Destroy three years after the employee has ceased contact with the program, whether or not the employee has terminated employment with HHS or until any litigation involving the employee is resolved. When applicable, contract staff may retain records until any state statute of limitation has expired, whichever is later.</del>	GRS 1/26a	
	<del>b. Employee Assistance Program Administrative Files</del>		
	<del>Destroy when three years old.</del>	GRS 1/26b	