

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NI-468-91-1

DATE RECEIVED

11-16-90

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM *(Agency or establishment)*

Department of Health and Human Services

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Assistant Secretary of Personnel Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Alvetta Jones

5. TELEPHONE EXT.

245-1605

DATE

12/11/90

ARCHIVIST OF THE UNITED STATES

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>Employee Assistance Program Files</p> <p>Records created to record interviews and interventions with employees who use the program; and records created for planning and administering the program.</p> <p><del>a. Employee Assistance Program Counseling Files</del></p> <p>1. Services provided by HHS staff</p> <p>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.</p> <p>2. Services provided by contract staff</p> <p>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.</p> <p><del>b. Employee Assistance Program Administrative Files</del></p> <p>Destroy when three years old.</p>	<p>GRS 1/26a</p> <p>GRS 1/26a</p> <p>GRS 1/26a</p> <p>GRS 1/26b</p>	