

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.	N1-468-91-2
1. FROM (Agency or establishment) DEPARTMENT OF HEALTH AND HUMAN SERVICES		DATE RECEIVED	9-16-91
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>Alvetta K. Jones</i> Alvetta Jones	5. TELEPHONE EXT. 245-1605	DATE 11/25/91	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 08/30/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	D. TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p><u>POSTERS.</u> All formally published posters dealing with non-administrative topics, created in the Office of the Secretary.</p> <p>Disposition: PERMANENT. Transfer 2 copies of each poster when produced by adding the National Archives to the distribution list and shipping the posters, either flat or in mailing tubes to the National Archives. The address appears below.</p> <p>National Archives and Records Administration ATTN: MNSP - Posters from [Place name of creating agency here] Washington, DC 20408</p> <p>Records which are duplicative or have insufficient value to warrant permanent retention may be destroyed by National Archives accession staff without further notification to the agency.</p>		

Copies sent to Agency, NN-W, NNS, NARS 12/9/91