

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *N1-468-92-2*

DATE RECEIVED *10-8-91*

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
Office for Civil Rights

4. NAME OF PERSON WITH WHOM TO CONFER
Alvetta R. Jones

5. TELEPHONE EXT. 245-1605

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE *10/9/92* ARCHIVIST OF THE UNITED STATES
Claudia Walker

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 2 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 <u>9-27-91</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i>	D. TITLE <u>DHHS Records Management Officer</u>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Health and Human Services Discrimination Files.</u></p> <p>Case files developed in investigating complaints and in reviewing programs of health and human services institutions for compliance with such programs as Titles VI AND IX, Section 504, the Age Discrimination Act, Hill-Burton, Community Services Assurance, and Block Grants.</p> <p><u>Disposition:</u></p> <p>a. <u>Headquarters:</u> Cut off at the close of the fiscal year in which the case is resolved, and transfer to the FRC after the case has been inactive for five years. Destroy when 15 years old.</p> <p>b. <u>Region:</u> Cut off at the close of the fiscal year in which the case is resolved and transfer to the FRC after the case has been inactive for five years. Destroy when 15 years old.</p>	<p><i>HHS-05 Manual</i></p> <p><i>701-02</i></p>	
2.	<p><u>Age Discrimination Complaint Mediation Referrals.</u></p> <p>The provisions of the Age Discrimination Act require that age discrimination complaints be referred for mediation before processing. If the mediation process</p>		

2. Age Discrimination Complaint Mediation Referrals

is unsuccessful, the original complaint should be referred to the proper region, where a discrimination case will be opened. This disposition only covers age discrimination complaints settled through mediation.

Disposition:

Cut off closed ^{med} ~~ce~~ mediation referral cases annually. Destroy when three years old.