

# 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, Immediate Office of the Secretary*

3. MINOR SUBDIVISION  
*Executive Office of the Secretary*

4. NAME OF PERSON WITH WHOM TO CONFER  
*Mr. Thomas A. Trudeau*

5. TELEPHONE  
*(202) 205-8780*

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
*NI-468-95-2*

DATE RECEIVED  
*7-26-95*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
*10-17-95*

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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 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, 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 <b>JUL 24 1995</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>See attached sheet</i>		

**Item 1. Senior Staff Dining Room Bills:** File contains chits used by high level officials to report cafeteria expenses, monthly reports of each officials cafeteria expenditures, and related correspondence. Annual accumulation: 1 cubic foot a year. Office of Record: Executive Office of the Secretary of Health and Human Services.

**Temporary:** Cut off annually. Retire to <sup>the WNRC</sup> ~~a Federal Records Center~~ two years after cut off. Destroy four years after cut off.