

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
*NI-468-95-3*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
*Department of Health and Human Services*

2. MAJOR SUBDIVISION  
*Assistant Secretary of Office Of the Secretary/ Personnel Services*

3. MINOR SUBDIVISION  
*Management Dept. of Committee Executive Resources Division / Management Office*

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

5. TELEPHONE  
*(202) 205-8780*

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  
*JUL 24 1995*

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*  
*A Prentice Barnes, Sr.*

TITLE  
*DHHS Records Management Officer*

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 GRS OR SUPERSEDED JOB CITATION	10.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. Availability Cards, 1980-1995:** Index cards (3X6) containing the name of individuals selected for DHHS Committees. Also included on the average card is the name of the committee an individual served on; whether they were a principle or alternate member; their term of office; their title and address; date and place of birth; and information on current and previous committees. The cards are arranged alphabetically by last name of each member. Volume: 8 c.f.

Office of Record: Committee Management Office

Disposition: **Temporary.** Destroy upon approval of this schedule.