

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 Assistant Secretary for Public Affairs

3. MINOR SUBDIVISION
News Division

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

5. TELEPHONE
 202 205-9469

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-468-96-2

DATE RECEIVED
7-9-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
7-23-96

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
 JUL 1 1996

SIGNATURE OF AGENCY REPRESENTATIVE
A Prentice Barnes, Sr.
 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SEE ATTACHED SHEET		

Item 1. HHS Fact Sheets. Record set of informational releases reporting on departmental initiatives, activities, and policy decisions concerning the various health and social services the Department of Health and Human Services provides.

Permanent. Cut off at the close of FY. Retire to the WNRC 2 years after cut off. Transfer to the National Archives 20 years after cut off.

Current accumulation: 2 c.f.
Annual accumulation: 1 c.f.



Attorney Timothy White
Deputy Associate General Counsel

6-28-96

Date



A. Prentice Barnes, SR.
DHHS, Department, Records
Management Officer

7-1-96

Date



Alvetta Jones
Program Support Center
Records Management Officer

6-28-96

Date