

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, OPHS*
Office of Minority Health

3. MINOR SUBDIVISION
Division of Management Operations, Grants Management

4. NAME OF PERSON WITH WHOM TO CONFER *Alvetta Jones* 5. TELEPHONE *202 205-9469*
Program Support Center Records Officer

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-468-96-3*

DATE RECEIVED *7-15-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *11-4-96* ARCHIVIST OF THE UNITED STATES *John W. Carl*

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 ___ 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 11 1996*

SIGNATURE OF AGENCY REPRESENTATIVE *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 GRS OR SUPERSEDED JOB CITATION	10.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		

NOV 4 1996 mltv copy to: Agency, NCF, NNT

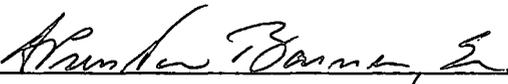
Grant Files of the Office of Minority Health: Files document the administration of demonstration grants by the Office of Minority Health. Records include grant applications; award and negotiation documents; correspondence and related records pertaining to funding and program information; status reports; products; and related records. Files are arranged by type of grant program and thereunder by agency assigned number.

Temporary. Cut off closed file at the end of each fiscal year. Transfer to WNRC 1 year after cut off. Destroy 7 years after cut off.



Attorney Timothy White
Deputy Associate General Counsel

7/3/96
Date



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

7/11/96
Date



Alvetta Jones
Program Support Center
Records Management Officer

7-1-96
Date