

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-468-98-3	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3/17/98	
1. FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Secretary Office of the Assistant Secretary for Personnel			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Richard E. Cooper	5. TELEPHONE (202) 690-5408	DATE 7-27-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE MAR 6 1998	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes</i> A Prentice Barnes		TITLE HHS Records Officer

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>APPOINTMENT BOOKS, CALENDARS, AND TELEPHONE LOGS OF THOMAS McFEE AND EUGENE KINLOW</p> <p>The books, calendars and logs comprising this series were created and maintained by two senior executives. The first executive is the Assistant Secretary of Personnel, Thomas McFee. The second executive is the Deputy Assistant Secretary for Personnel, Eugene Kinlow.</p> <p>The McFee materials in this series are dated as follows: Appointment Books, 1987-1994; Telephone Logs, 1975, 1981-1983, 1987-1988; Automated Calendar, 1986 and 1987.</p> <p>The Kinlow materials in this series are dated as follows: Appointment Books, 1982-1987; Telephone Logs, 1982-1988; Executive Planners, 1986-1988.</p>		

1. Appointment books, telephone logs and calendars created and maintained by the Assistant Secretary for Personnel, Thomas McFee, and the Deputy Assistant Secretary for Personnel, Eugene Kinlow.


Accession 468-97-0200.

Disposition:

Destroy upon approval of this schedule.

OS Clearances:


Michelle D. Murrell

  
Program Analyst -- ASPER Records Liaison

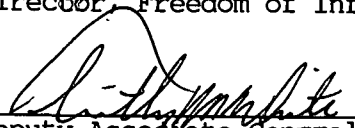
for Richard E. Cooper:

  
OS Records Officer

Ross Cirrincione:

  
Director, Freedom of Info./Privacy Div.

Timothy M. White:

  
Deputy Associate General Counsel

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