

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 Public Health Service	
3. MINOR SUBDIVISION Substance Abuse and Mental Health Services Administration (SAMHSA), OA	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Johanna Bonhelycke</i> Johanna Bonhelycke	5. TELEPHONE 443-2055

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-511-94-1	
DATE RECEIVED 3-2-94	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-15-95	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Retton</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 1 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 02/25/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
B311 Item 32	<p>1. Amendment to Item 32 (description)</p> <p><u>Official Grant Case Files</u></p> <p><u>Description:</u> These files consist of individual official case folders on approved and paid grants and awards to public and private institutions and to individuals. Included are the following types of records: applications and supporting materials, summary of review action, approval and award documents, encumbering and paying documents, financial records, reports of project site visits, copies of progress reports and published reports, termination documents, final reports, and other pertinent materials as officially required. Included as a separate part of the record case folder in correspondence and related material.</p> <p>All records pertaining to <u>Official Grant Case Files</u> are authorized for disposition, whether in hard copy or electronic media, using the following.</p> <p><i>lc</i> k. <u>Conference Grants</u></p> <p><u>Disposition:</u> Cut off file after completion of</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE .

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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)

grant activities. Hold for 1 year and transfer to WNRC. ~~Records shall be retained for 3 years; however, if any litigation, claim, negotiation, audit or other action involving the records is started before the expiration of the 3-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.~~

*Destroy 6 years
and 3 months
after cutoff**

LB

1. Demonstration Service Grants

Disposition: Cut off file after completion of grant activities. Hold for 2 years and transfer to WNRC. ~~Records shall be retained for 5 years; however, if any litigation, claim, negotiation, audit or other action involving the records is started before the expiration of the 5-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5-year period, whichever is later.~~

*Destroy 6 years
and 3 months
after cutoff.**

2/15/94
Date

DeLana Q. Christie
SAMHSA Records Officer

** See attached
e-mail concurrence
from agency
M. Wolf*