

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-60-83-2	
DATE RECEIVED 12-13-82	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-29-82 Date	<i>[Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Justice Management Division

3 MINOR SUBDIVISION
Personnel Staff

4 NAME OF PERSON WITH WHOM TO CONFER
James S. Verner
James Verner

5 TEL EXT
633-4247

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C DATE 12/2/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Appenzeller</i> Terry Appenzeller	E TITLE Director, Library Staff, Office of Information Technology, JMD
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>The Occupational Health Physical Fitness Program (OHPFP) was deactivated on March 31, 1982. The medical health history records of the OHPFP (18 cubic feet) were transferred to the Washington National Records Center on accession 60-82-162 under authority of General Records Schedule 1, item 19. Information contained in the OHPFP file, e.g. blood pressure, rate of heartbeat, medication, etc., is generally duplicated in the records of Department Health Units for those OHPFP members who have visited a Health Unit.</p> <p>OHPFP records are to be returned to the Department for disposition as follows:</p> <p>a. Former members of the OHPFP will be contacted and offered the OHPFP file. Records will be returned to those who accept.</p> <p>b. Records for personnel who decline the offer; cannot be contacted; or are no longer employed by the Department. DESTROY IMMEDIATELY.</p>		2 items