

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-220-83-2	
DATE RECEIVED 9-12-83	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 41 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-27-83 <small>Date</small>	<i>Robert M. May</i> <small>Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Office of Human Development Services

3. MINOR SUBDIVISION
Division of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER
Whitman Byers
Whitman Byers

5. TEL EXT
245-2885

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 8/31/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> Mr. George E. Deal	E. TITLE Department Records Management Officer
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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>Miscellaneous Working Files of the White House Conference for Children and Youth, October 1980 - April 1981, 6 cubic feet.</p> <p>An unarranged collection of miscellaneous record and non-record materials relating to the eighth decennial White House Conference for Children and Youth. Included are working papers, reference materials, multiple copies of drafts of background papers, and some correspondence. Topics focus on Conference planning and hiring staff for the Conference.</p> <p>DESTROY in APRIL 1981 June 1991.</p>		

Copy sent to agency 9/20/83

MASS DATA CHANGE SHEET NOT REQUIRED

NLF + NL sent 10-13-83 by DMW. NLF sent 10-21-83 by DMW.

Whitman