

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

12 items

TO GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1 FROM (AGENCY OR ESTABLISHMENT)
 Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
 Office of Human Development

3. MINOR SUBDIVISION
 Architectural & Transportation Barriers Compliance Board

4. NAME OF PERSON WITH WHOM TO CONFER
 Frances Curtis

5. TEL. EXT.
 245-1591

LEAVE BLANK

DATE APPROVED *4-14-77* JOB NO. *439 772*

DATE APPROVED *NC 1*

SUBMITTER TO AGENCY

4-14-77 James P. O'Neil
acting

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

2/15/77 (Date) *Eugene J. Reed, Jr.* (Signature of Agency Representative) Dept. Records Mgt. Officer (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>General Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>a. Records of the Architectual and Transportation Barriers Compliance Board.</p> <p>1) Minutes and transcripts of Board Meetings, published annual reports, transcripts and reports resulting from national hearings held by the Board, and documents pertaining to the establishment and procedures (procedures manual) of the Board. PERMANENT: Transfer to FRC when 10 years old; offer to NARS when 20 years old.</p> <p>2) Other Materials: Apply disposal instructions of items 1-c and 1-d.</p> <p>b. Records of the National Advisory Committee on an Accessible Environment.</p> <p>1) Minutes and transcripts of Committee Meetings, annual and special reports, and documents pertaining to the establishment of the Committee. PERMANENT: Transfer to FRC when 10 years old; offer to NARS when 20 years old.</p> <p>2) Other Materials: Apply disposal instructions of items 1-c and 1-d.</p>		

4/11/77 - Changes with approval of F. Curtis

Four copies, including original, to be submitted to the National Archives and Records Service

*Copies sent to NCA, NNB and agency
 also plus 4/19/77*

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- C. 2.* Balance of general subject file, excluding routine nonrecord material.

Break files every 2 years and transfer remaining material to records center when segment is 5 years old. Dispose of when 10 years old.

- D. 2.* Routine, nonrecord materials may be disposed of as provided in items 2 and 5 of this schedule.

2. Nonrecord Reference Materials (Resource Files)

Reading files (Chronological files), information copies, working papers, and publications received for reference use.

Authorized Disposition

Break files at end of each year. Dispose of when 1 year old or when no longer needed for reference.

3. Grants and Contracts File

Case files for grants and contracts for research, demonstrations and development projects. The Division of Grants and Contract Management, OHD, is the office of record.

Authorized Disposition

- a. Official Grant File: Transfer to Federal Records Center 1 year after close-out. ~~Dispose of 6 years after transfer if audit has not been performed or if an audit was performed and there are no outstanding problems.~~ *Destroy*
~~If a grant is audited and findings indicate adjustment, such grant file shall be transferred to the Federal Records Center 1 year after final disposition of findings and disposed of 6 years after transfer.~~ *close out*
Working File: Dispose of 3 years after final close-out. *destroyed* *final disposition of findings.*

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- b. Official Contract File: Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after 2 years. Dispose of 6 years after final payment.

Working File: Dispose of 3 years after final close-out.

4. Compliance Complaints and Waivers Files

Correspondence dealing with complaints received concerning lack of accessibility in buildings and facilities covered under the Architectural Barriers Act of 1968 (P.L. 90-480). This includes all materials pertinent to administrative and judicial proceedings regarding such complaints.

Authorized Disposition

~~PERMANENT~~. Transfer to Federal Records Center within 5 years after close of case; ~~offer to NARS when 20 years old.~~

Destroy 10 years after close of calendar year in which case was completed; earlier disposal is authorized.

5. Routine Correspondence

Letters, including copies of replies referred from the offices of the White House, Congress, and government agencies or received directly from persons requesting general information. Correspondence concerning matters of minor administrative character which contains no information or significance not elsewhere recorded such as giving general information; referring inquiries elsewhere; making routine arrangements for speeches, meetings, and travel for editing, printing, and distribution of publications; forwarding or acknowledging letters and publications, and similar subjects.

Authorized Disposition

Break files at end of each year. Dispose of when 1 year old.