

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-090-83-06

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Per email from ARO 12/03/2024, agency will use DAA-GRS-2013-0008-0001 (GRS 1.2, item 020) instead of items 32 E and 32 H.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-90-83-6

DATE RECEIVED

6-1-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-4-83

Date


Mark W. Warner
Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

DHHS/PHS/ADAMHA

2. MAJOR SUBDIVISION

National Institute of Mental Health

3. MINOR SUBDIVISION

Office of State and Community Liaison

4. NAME OF PERSON WITH WHOM TO CONFER

Joan Marie Speake

5. TEL EXT

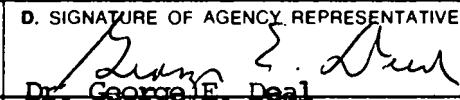
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6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 2 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 5/5/83	D. SIGNATURE OF AGENCY REPRESENTATIVE  Dr. George E. Deal	E. TITLE Department RCS Records Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
ADAMHA, RCS B-311, 32	<p><u>Official Grant Case Files</u></p> <p><u>Description:</u> These files are accumulated by the Office of Program Support and 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 and published reports, termination documents, final reports, and other pertinent material as officially required. Included as a separate part of the record case folder is correspondence and related material.</p> <p>Amendment to item 32 E. (Original RCS attached.)</p> <p><u>E. Staffing, Initial Operations, Conversion, Financial Distress, Consultation and Education Grants</u></p> <p><u>Disposition:</u> Cut off file after completion of grant activities of CMHC or other facilities and final audit. Hold 2 years and transfer to FRC. Destroy when 13 years old.</p> <p><i>2 items</i></p>		

115-107

No mass data change sheet required.

copy sent to agency 8/8/83. JFD

NCW+NNF sent out 8-16-83 by DMW.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
B-311, 32	<p>Add to item 32. (Justification for 20 year retention attached.)</p> <p><u>H. Construction Grants</u></p> <p><u>Disposition:</u> Cut off file after completion of construction of CMHC or other facility and final audit. Hold two years and transfer to FRC. Destroy when 20 years old.</p>		