



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Health, Education and Welfare Department

2. MAJOR SUBDIVISION Office of the Secretary  
Assistant Secretary for Management & Budget

3. MINOR SUBDIVISION  
Office of Environmental Affairs (OEA)

4. NAME OF PERSON WITH WHOM TO CONFER

Charles Custard, Director (OEA)

5. TEL EXT

(202)  
245-7243

JOB NO.

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Date

Archivist of the United States

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 \_\_\_\_\_ 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

8/30/78

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Eugene T. Reed, Jr.*  
Eugene T. Reed, Jr.

E. TITLE

OS Records Officer (Acting)

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

Page Two - Continuation Sheet

ENVIRONMENTAL DOCUMENTS RETENTION SCHEDULE

Document

Retention Period

Non-HEW Draft EISs\*\*

One Year or until:

- (1) Thirty days have elapsed since the Final EIS has been issued; or
- (2) An amended draft EIS has been issued; or
- (3) The proposed undertaking has been cancelled.

Non-HEW Final EISs\*

Six Months

Other Non-HEW environmental documents (hearing notices, assessments, environmental reviews, and other non-HEW originated materials)

Thirty Days

\*\*Prepared by other federal agencies.