REQUEST FOR RECORDS Las POSITION AUTHORITY				AVE BLANK (NARA use only)		
(See Instructions on reverse)				NI-440 -97-1		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 1-7-97		
FROM (Agency or establishment)				NOTIFICATION TO AGENCY		
				In accordance with the pro-	visions of 44	
				U.S.C. 3303a the disposition request.		
3. MINOR SUBDIVISION				for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
Office of Human Resources						
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE			DA	DATE ARCHIVIST OF THE UNITED STATES		
Vickie Robey Vickie Robey (410) 786-7883			క∙	5-20-97 Gom W. Carl		
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X						
				9. GRS OR	10. ACTION	
7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION				SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)	
HEALTH CARE FINANCING ADMINISTRATION ADMINISTRATIVE/MANAGEMENT				NC1-440-79-2		
Appointee Clearance and Vetting Files						
	ATIONAL ASHINGT OM (Agency OHIHS/Hea JOR SUBD Office of NOR SUBD Office of ME OF PER Teby certify that the remis agency General Ancies, X is I 7 1996 8. II HEAI Appoint Files cor House to positions employmindividual notification checklist clearance a. Appolation b. Non-a Destroy the Pres	ATIONAL ARCHIVES and RECORDS ADM ASHINGTON, DC 20408 OM (Agency or establishment) OHHS/Health Care Financing Action of Financial and Human Resonon SUBDIVISION OFFICE of Financial and Human Resonon SUBDIVISION OFFICE OF Human Resources ME OF PERSON WITH WHOM TO CONFERVICKIE Robey Under Relative	ATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) ASHINGTON, DC 20408 OM (Agency or establishment) HHS/Health Care Financing Administration JOR SUBDIVISION OFFice of Financial and Human Resources NOR SUBDIVISION OFFice of Human Resources ME OF PERSON WITH WHOM TO CONFER S. TELEPHONE PICKIE Robey Licky Robey A Tickie Robey Licky Robey Pickie Robey Licky Robey A Tickie Robey A Tickie Robey Licky Robey A Tickie Robey A Ti	ATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) ASHINGTON, DC 20408 OM (Agency or establishment) DRHS/Health Care Financing Administration JOR SUBDIVISION DIFfice of Financial and Human Resources NOR SUBDIVISION DIFfice of Financial and Human Resources NOR SUBDIVISION DIFfice of Human Resources ME OF PERSON WITH WHOM TO CONFER IS. TELEPHONE PICKIE Robey Locker College ENCY CERTIFICATION RESOLUTION of ITEM AND PROPOSED DISPOSITION HEALTH CARE FINANCING ADMINISTRATIVE A Prentice Barnes, Sr. B. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION HEALTH CARE FINANCING ADMINISTRATION ADMINISTRATIVE/MANAGEMENT Appointee Clearance and Vetting Files Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, background information about individuals, financial disclosure forms, security clearances, notifications of personnel action, White House clearance checklists, and other documentation relating to the selection, clearance, and appointment of political appointees. a. Appointees. Destroy at the end of the presidential administration during which the individual is hired, except for any original material appropriate for filing in OPFs, which should be placed in those files. b. Non-appointees. Close file on termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is	ATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) ASHINGTON, Dc 20408 Off (Agency or establishment) Diffise of Financial and Human Resources MICO FERSON WITH WHOM TO CONFER S. TELEPHONE Pickie Robey Vicker For (410) 786-7883 ENCY CERTIFICATION That the records proposed for disposal on the attached page(s) are not now needed for its agency or will not be needed after the retention periods specified, and that written concedenents is agency or will not be needed after the retention periods specified, and that written concedenents is agency or will not be needed after the retention periods specified, and that written concedenents is agency or will not be needed after the retention periods specified, and that written concedenents is agency or will not be needed after the retention periods specified, and that written concedenents is agency or will not be needed after the retention periods specified, and that written concedenents is agency or will not be needed after the retention periods specified, and that written concedenents is agency or will not be needed after the retention periods specified, and that written concedenents is agreed to the GAO Manual for Guidan notes, I to some the required; is attached; or has been requested. BEINCY CERTIFICATION I that the records proposed for disposal on the attached page(s) are not now needed for its agency or will not be needed after the retention periods specified, and that written concedenents in the graph of the GAO Manual for Guidan notes, BEINCY CERTIFICATION I attached page(s) are not now needed for the GAO Manual for Guidan notes, BEINCY CERTIFICATION I attached page(s) are not now needed for the GAO Manual for Guidan notes, BEINCY CERTIFICATION I attached page(s) are not now needed for the GAO Manual for Guidan notes, BEINCY CERTIFICATION I attached page(s) are not now needed for the GAO Manual for Guidan notes, BEINCY CERTIFICATION I attached page(s) are not now needed for the GAO Manual for Guidan notes. BEINCY CERTIFICATION I attached page(s)	

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