

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-468-88-2

DATE RECEIVED

6/15/88

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

1. FROM (Agency or establishment)

X Department of Health and Human Services

2. MAJOR SUBDIVISION

X Office of Administrative and Management Services

3. MINOR SUBDIVISION

X Division of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

X John R. Boyle

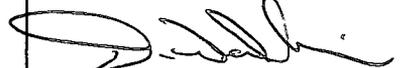
5. TELEPHONE EXT.

295-7531

DATE

7/29/88

ARCHIVIST OF THE UNITED STATES



In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

6/15/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

George Deal
Dr. George Deal

D. TITLE

Department Records Management Officer

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

1.

Department of Health and Human Services (DHHS)
Library Collections

Community Services Administration (CSA) Library
Reference Material.

Contains grant summaries, research reports, project evaluations and miscellaneous agency publications from the defunct Office of Economic Opportunity and the Community Services Administration, 1964-1981. (Approximately 2,700 documents arranged by "LN" number)

Volume-Approximately 80 feet
Closed Series

Disposition--PERMANENT--TRANSFER TO THE NATIONAL ARCHIVES IMMEDIATELY

2.

Index to the CSA Library described above--
Machine-Readable Tape and related documentation.

3 items

Agency Copy Deleted, 8/2/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p>Contains an index to the 2,700 documents in the CSA library material. Also included is a records layout and documentation for the index system. The index gives the title, author, subject, grant number, and date of the articles contained in the Library.</p> <p>Volume-less than one cubic foot Closed Series</p> <p>Disposition--PERMANENT--TRANSFER TO THE NATIONAL ARCHIVES IMMEDIATELY.</p> <p>DHHS Reference Collection of the defunct Office of Vocational Rehabilitation and the Vocational Rehabilitation Administration (HEW), 1955-1975.</p> <p>Contains copies of reports from Federal agencies, library reference material, bound volumes of agency correspondence, publications, grant project summaries, research reports, and a wide variety of secondary source material (arranged by Dewey Decimal System).</p> <p>Closed Series Volume--Approximately 70 cubic feet</p> <p>DISPOSITION-PERMANENT-TRANSFER TO THE NATIONAL ARCHIVES IMMEDIATELY</p>		