

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-468-92-5	
1. FROM (Agency or establishment) DEPARTMENT OF HEALTH AND HUMAN SERVICES		DATE RECEIVED	
2. MAJOR SUBDIVISION OFFICE OF THE SECRETARY		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION DEPARTMENTAL LIBRARY		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
			WITHDRAWN
6. AGENCY CERTIFICATION 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Publications, issuances, annual reports, speeches, and other records.</u> The records were created by the Department, its predecessor agencies, and its OPDIVs and their predecessors and collected by the Departmental Library to meet the reference needs of Departmental and OPDIV personnel.</p> <p>Arrangement: Alphanumeric. Closed Series: 1872-present. Volume on hand: 1,000 cu. ft. (estimate)</p> <p><u>DISPOSITION.</u> PERMANENT. Transfer immediately to the National Archives (Suitland Branch). Records found to be duplicative of National Archives holdings, fragmentary, or disposable under the GRS or a NARA-approved schedule may be destroyed during archival processing without further consultation with the Department. In addition, the collection may in the future be broken up and allocated to the various record groups under approved schedules covering permanent records.</p>		WITHDRAWN

2. CARD INDEX TO THE ARCHIVES. A series of 3"x5" cards covering both the archives and the library holdings.

Arrangement: Alphanumeric.

Closed series: ca. 1950-present

Volume on hand: 2 cu. ft. (estimate)

DISPOSITION: PERMANENT. Transfer immediately to the National Archives (Suitland Branch). Cards covering the library holdings may be destroyed during archival processing. Furthermore, the index may be destroyed without further consultation with the Department if the records of the archives are reallocated, or if the index is found to be unusable for reference purposes.