
REQUEST FOR RECORDS DISPOSITION AUTHORITY					LEAVE BLANK (NARA USS ONLY) JOB NUMBER NI-511-94-1				
(See Instructions on reverse)					N I	SECEIVED 1	1.		
10: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408					DATE RECEIVED 94				
	1. FROM (Agency or establishment) Department of Health and Human Services					NOTIFICATION TO AGENCY			
	Department of Health and Human Services 2. MAJOR SUBDIVISION					ccordance with th	e prov	visions of 44	
Pı	Public Health Service					U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition			
3. MI	3. MINOR SUBDIVISION Substance Abuse and Mental Health Services Administration (SAMHSA), OA					approved or withd	rawn"	in column 10.	
4. NA	ME/OF PE	ASONOWITH WHOM TO CONFER	5. TELEPHONE		DATE	ARCHIVIST	OF THE	E UNITED STATES	
J	phanna	Bonhelycke	443-2055	11	3-15-	95 Junda Za	lu la	no Peleton	
6. AC	SENCY CE	RTIFICATION					na	ing vectors.	
I he	reby certif	y that I am authorized to act for	this agency in m	atters pe	rtainin	g to the disposi	tion o	of its records	
and	I that the re	ecords proposed for disposal or or will not be needed after th	n the attached	page(s) are i	not now needed	d for	the business	
the	General A	Accounting Office, under the p	rovisions of Title	8 of the	GÃO I	Manual for Gui	idano	e of Federal	
	encies, ,		,			•	•	•	
•		not required; is a	ttached; or	h	as bee	n requested.			
DAT	E .	SIGNATURE OF AGENCY REPI		TITLE					
02/2	25/94	Africa Barnes,	Sr.	DHHS	Reco	rds Managen	nent	Officer	
<u></u>						0.686.65	- 1	10 407:01:	
7. ITEM	• 1	DESCRIPTION OF ITEM AND PRO	OPOSED DISPOSI	TION		9. GRS OR SUPERSEDED		10. ACTION TAKEN (NARA	
NO.		•				JOB CITATION	·· 1	USE ONLY)	
1.	1	ent to Item 32 (descr	iption)			JOB CITATION	•	USE ONLY)	
	Amendm	ent to Item 32 (descr	iption)			JOB CITATION	•	USE ONLY)	
1. B311	Amendm	al Grant Case Files	· ·	odivido		JOB CITATION		USE ONLY)	
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BEC	QUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	ON	JOB NUMBER	PAGE .
			<u> </u>	2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
\ <i>O</i> _2	shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.	stro	y le years 3 months cutoff	
16	Disposition: Cut off file after completion of grant activities. Hold for 2 years and transfer to WNRC. Records shall be retained for 5 years; however, if any litigation, claim, negotiation, audit or other action involving the records is started before the expiration of the 5-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5-year period, whichever is later.	De co	strong byears 13 months ter cutoff.	
	2/15/94 Date Samisa Records Officer			
		*S e from	ee attached mail concurrence n azency Mwoff	e