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PHS
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REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-90-88-8

DATE RECEIVED

12/21/88

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of Health and Human Services

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

Public Health Service--ADAMHA

3. MINOR SUBDIVISION

National Institute of Mental Health

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Linda Querec

*Linda Querec
PHS Records Officer*

3/16/89

[Signature]

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

12/19/88

George Deal
Dr. George Deal

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 GRS OR SUPERSEDED JOB CITATION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.

Unscheduled Records of the National Institute of Mental Health (NIMH)

NIMH Subject files, 1929-67: Accession 090-57A0768, boxes 73-82; Accession 090-60A0560, boxes 1-13; Accession 090-65D0555, boxes 67-80; Accession 090-66A0071, boxes 1-21; Accession 090-70A2893, boxes 1-41; and Accession 090-73-0032, boxes 1-21.

The records are arranged by subject. The subject folders are in alphabetical order. NIMH central subject files contain a wide variety of records such as publications, high level staff memoranda and correspondence, miscellaneous program records, public relations material, operational reports, annual reports, special commission reports, minutes of various staff meetings, contracts, purchase orders, reorganizational memoranda, legislative background material and State liason correspondence.

8 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO. NI-90-88-8

PAGE 2 OF 5

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)
	<p>DISPOSITION: PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES</p> <p>NOTE: During archival processing routine records such as purchase orders, contracts, routine administrative records, information request forms, and routine personnel records can be removed from the records. These records can be disposed of using appropriate disposition authorities in the General Records Schedule or in the agency's approved schedules.</p> <p>Volume--121 cubic feet Closed Series</p>		
2.	<p>Tissues Copies of Outgoing correspondence: Accession 090-60A0560, box 14-24, 1951-1954. Copies of correspondence found in item 1 described above, accession number 090-60A0560, boxes 14-24.</p> <p>The records are arranged by subject and by the name of the correspondent.</p> <p>DISPOSITION--DESTROY IMMEDIATELY</p> <p>Volume--11 cubic feet Closed Series</p>		Non-record
3.	<p>Committee Files of Dr. Robert Felix, first Director of NIMH: Accession 090-62C0555, boxes 34-38, 1952-58.</p> <p>The records are arranged by subject. For the most part, the subject folders are not in alphabetical order. The material consists of records which document the involvement of Dr. Robert Felix with a variety of mental health and psychological organizations, NIMH committees, and various sub-committee studies. Included in the records are minutes of meetings, printed material, brochures, programs, research reports, correspondence, and committee final reports.</p> <p>DISPOSITION--PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES</p> <p>Volume--5 cubic feet, CLOSED SERIES</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.
NI-90-88-8

PAGE
3 OF 5

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4.	<p>NIMH Conference and Meeting Records: Accession number 090-73-0031, boxes 1-4, 1956-67.</p> <p>The records are unarranged. Included are summaries and transcripts of speeches given by NIMH executive personnel at special NIMH conferences and private organizations, high level correspondence and memoranda, organizational charts, miscellaneous planning group records, and background material for local mental health clinic legislation.</p> <p>DISPOSITION--PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES</p> <p>Volume--4 cubic feet Closed Series</p>		
5.	<p>Forms from the NIMH Survey of Foundation Support for Mental Health: Accession 090-67A1362, Boxes 50-52, 1961.</p> <p>The forms are arranged alphabetically by the name of a foundation or private organization. Consists of forms from the "NIMH Survey of Foundation Support for Mental Health." They are identified as being from organizations that did not support mental health programs. Therefore, very few of the questions on them are answered. Many folders are empty.</p> <p>DISPOSITION: DESTROY IMMEDIATELY</p> <p>Volume--3 cubic feet Closed Series</p>		
6.	<p>Minutes and Correspondence of the Former Research Study Section and subsequently the Mental Health Study Section of NIMH: Accession 090-67A1362, boxes 53-54, 1948-55.</p> <p>The records are arranged by subject, however the folders are not in alphabetical order. Included are memoranda, printed surveys of mental health clinics, transcripts of meetings of the research funding policy group, "minutes of the Research Section meetings, 1948-53," and miscellaneous records of the research grant program.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO. **NI-90-88-8**

PAGE **4** OF **5**

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7.	<p>DISPOSITION: PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES</p> <p>Total volume of 2 cubic feet Closed Series</p> <p>Annual Summaries of State Mental Health Programs: Accession 090-70A6989, boxes 1-2, 1947-60.</p> <p>The records are arranged alphabetically by the name of a state thereunder roughly chronologically. They consist of general and brief overviews of state mental health programs, 1947-60</p> <p>DISPOSITION: PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES</p> <p>Volume--2 cubic feet Closed Series</p>		
8.	<p>Research Study Records: Accession 090-70B6990, boxes 24-28, c. 1954-60. The records are organized by subject. The subject folders are not in alphabetical order.</p> <p>The material consists of detailed clinical and investigatory records of the "Genetic Aspects of Schizophrenia Study" (Sibling Study) and various psychotomimetic drug studies.</p> <p>DISPOSITION: PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES Closed Series Volume--Five cubic feet</p>		
9.	<p>Community Services State Files: Accession 090-57F0768, boxes 93-105, 1949-54. The records are arranged chronologically by calendar year, thereunder by standard government region and thereunder alphabetically by state.</p> <p>Consists of printed reports and brochures of state psychiatric hospitals and various state mental health programs, correspondence regarding NIMH assistance given to state programs regarding the training and recruitment of psychiatrists and other mental health personnel, limited documentation of grants given to the states by the federal government to support psychiatric</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO. NI-90-88-8

PAGE 5 OF 5

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>
	<p>hospitals and various mental health programs, and "trip reports" which document on-site visits to state psychiatric facilities by NIMH personnel.</p> <p>DISPOSITION: PERMANENT--TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES</p> <p>Volume--13 cubic feet Closed Series</p> <p>ADAMHA Records Officer <u>Delores Q. Christie</u> <u>11/23/88</u> Delores Christie Date</p> <p>NIMH Records Liaison <u>Dawn Fan</u> <u>11/22/88</u> Date</p>		