

QUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 198

PAGE NO. 1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

PUBLIC RELATIONS

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CORRESPONDENCE

Quantity: (1 drawer - 1/2 cubic feet)

Dates: 1953 - -

File Arrangement: Subject, and alphabetically therein

Annual Accumulation: 1/2 cubic foot

Correspondence concerned with the functions of the office. It is with Federal, State, local and other state agencies, professional and civic organizations, publishers, radio and television and other sources of news media, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative *James Chief Clerk*  
*Joan M. Wolfe* Signature *Public Relations Director* Title *12/1/55* *November 14, 1955* Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

*12/8/55*  
Date

*Morris S. Radloff*  
Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*DEC 13 1955*  
Date

*[Signature]*  
Secretary