

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>21-439-06-1</i> Date Received <i>1-5-2006</i>	
1 FROM (Agency or establishment) <b>Department of Health and Human Services</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION <b>Administration on Aging</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION <b>Executive Secretariat</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Harry Posman</b>	5 TELEPHONE <b>202-357-3540</b>	DATE <i>11/23/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alma Wascetta</i>
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 <u>1</u> page(s) are not needed now 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>DEC 14 2005</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.		TITLE DHHS Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records for Administration on Aging, Office of the Executive Secretariat  See attached sheet  <i>Robert J. Eckert</i> Robert Eckert Director Freedom of Information Privacy Acts Div.  <i>Jeffrey Davis</i> Jeffrey Davis Associate General Counsel	<i>12/13/2005</i> Date  <i>12/13/05</i> Date	

*SA 12/8/06 copies sent to Agency, NARA, NARA*

SF-115 Attachment  
NARA Job No. N1-439-06-1

Office of the Executive Secretariat

**1. Permanent Records\***

- Official documents in response to action memoranda from OS STAFDIVS (including ASPE, Minority Health, awards);
- Official documents for action from the Assistant Secretary on Aging (ASA) (including Delegations of Authority);
- Speeches by ASA or designee;
- Memoranda of Understanding (MOU)/Inter-Agency Agreements (IAA);
- Older Americans Act: Reauthorization, Regulations, Regulations and Policy Interpretations file (including OGC interpretations);
- Program Instructions;
- Information Memoranda;
- ~~Information Collections;~~
- Documents for the approval/signature of the ASA or designee; and
- ~~AoA Correspondence Control System.~~

**a. Official Documents.**

Disposition: **Permanent.** ~~Cut off annually. Transfer to National Archives every three years. Cut off at end of Fiscal Year in which created. Transfer to National Archives after cutoff in three-year blocks.~~

**b. Working/Other Copies.**

Disposition: **Temporary.** Destroy after action is completed or discontinued or when no longer needed for reference, whichever is later.

~~**Paper Copy of Annual Index.** Print output index identifying the official documents for each calendar year.~~

~~Disposition: **Permanent.** At end of calendar year, make a paper copy of the index to correspond with closing official Documents files. Transfer to National Archives every three years.~~

**2. Temporary Records\***

- Official documents to the Office of the President and his immediate office, including Proclamations;
- Documents in response to GAO and OIG reports;
- Comments on Clearance, including SAP, bill reports, bill testimony;
- State Plans;
- Discretionary grants documents (including Program Announcements, award documents);
- ~~Records Management (including NARA documents, 115/135);~~
- Documents for the approval/signature of the Secretary (including ASA transmittal); and
- Documents for the approval/signature of the Regional Administrator.
- Information Collections;

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**Working/Other Copies.**

Disposition: **Temporary.** Destroy after action is completed or discontinued or when no longer needed for reference, whichever is later.

\*All records, including those that originate or are transmitted in electronic format, are hard copy.