REQUEST FOR RECORDS DISPOSITION AUTHORITY

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<th>LEAVE BLANK (NARA use only)</th>
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<tr>
<td>JOB NUMBER: 01-439-06-1</td>
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<td>Date Received: 1-5-2006</td>
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1. FROM (Agency or establishment)
Department of Health and Human Services

2. MAJOR SUB DIVISION
Administration on Aging

3. MINOR SUBDIVISION
Executive Secretariat

4. NAME OF PERSON WITH WHOM TO CONFERENCE
Harry Posman

5. TELEPHONE
202-357-3540

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 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,

☐ is not required  ☐ is attached; or  ☐ has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
DECEMBER 14 2005 Prentice Barnes, Sr. DHHS Records Management Officer

7. ITEM NO 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Records for Administration on Aging, Office of the Executive Secretariat

See attached sheet

8. GROR SUPERSEDED JOB CITATION

9. ACTION TAKEN (NARA USE ONLY)

☐ 12/13/2005 Date

☐ 12/13/05 Date

PREVIOUS EDITION NOT USABLE
STANDARD FORM 115 (REV. 3-91) PRESCRIBED BY NARA 36 CFR 1228
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.

   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;
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.