

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-439-09-1</i>	
1. FROM (Agency or establishment) Department of Health and Human Services		Date Received <i>7/1/09</i>	
2. MAJOR SUB DIVISION Administration on Aging		NOTIFICATION TO AGENCY 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Immediate Office of the Assistant Secretary			
4. NAME OF PERSON WITH WHOM TO CONFER Harry Posman			
5. TELEPHONE 202-357-3540		DATE <i>03 NOV 09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ 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 <i>6/25/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson <i>[Signature]</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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, Immediate Office of the Assistant Secretary. Unless specifically stated otherwise in the description or the retention, all items are media-neutral and apply to paper, electronic, microform, or other media in which records may exist See attached	NARA Job No. N1-439-06-2	

Administration on Aging
Immediate Office of the Assistant Secretary

This schedule provides description and disposition instructions for the records created by the Administration on Aging (AoA) an agency within the U.S. Department of Health and Human Services.

1. **Assistant Secretary Schedules.** Appointment books, schedules, logs, diaries and other records documenting meetings, appointments, trips (expense reports), visits and other activities by the Assistant Secretary while serving in an official capacity.

- a. **Official Copy**

- Disposition: ~~Permanent.~~ Transfer to National Archives at the end of the fiscal year in which tenure closes. (Apply existing authority: N1-439-06-2, item 1a)

- Date span: 2009 - forward

- Current volume: .83 cubic feet

- Estimated annual accumulation: 1.66 cubic feet (one standard box)

- b. **Duplicate/Working Copies**

- Disposition: **Temporary.** Destroy after verification of official copy. (Supersedes N1-439-06-2, item 1b)

2. **Telephone Logs.**

- a. **Official copies**

- Disposition: **Permanent.** Transfer to National Archives at the end of the fiscal year in which tenure closes. (Supersedes N1-439-06-2, item 2a)

- Date span: 2009 - forward

- Current volume: .275 cubic feet

- Estimated annual accumulation: .415 cubic feet (one quarter standard box)

- b. **Duplicate/Working Copies**

- Disposition: **Temporary.** Delete after verification of printed copy. (Supersedes N1-439-06-2, item 2b)

3. **Invitations, Scheduling Requests.**

- a. **Accepted**

- Disposition: **Permanent.** Transfer to National Archives at the end of the fiscal year in which tenure closes. (Supersedes N1-439-06-2, item 3a)

- Date span: 2009 - Forward

- Current volume: .2075 cubic feet

- Estimated annual accumulation: .415 cubic feet (one quarter standard box)

- b. **Rejected**

Disposition: **Temporary.** Cut off at the end of the calendar year in which received. Destroy two years after cutoff. (Supersedes N1-439-06-2, item 3b)

4. **Briefing Books.** Prepared daily for the Office of the Assistant Secretary. Consists of classified/confidential information from the White House, daily memoranda for meetings scheduled for that day/week, copy of decision memoranda to be done, long term schedule, meeting agenda, follow-up action items from previous meetings, weekly compilation of highlights and significant activities focusing mostly on upcoming issues from AoA Headquarters and Regional Offices.

a. Official Copy

Disposition: **Permanent.** Transfer to National Archives at the end of the fiscal year in which tenure closes.

Date span: 2009 - Forward

Current volume: 1.66 cubic feet

Estimated annual accumulation: 3.32 cubic feet (two standard boxes)

b. Duplicate/Working Copies

Disposition: **Temporary.** Destroy after verification of official copy.

- ~~5. **Handwritten notes.** Substantive notes, related to agency policy, written by Assistant Secretary for Aging.~~

~~Disposition: **Permanent** Transfer to National Archives at the end of the fiscal year in which tenure closes. (Apply existing authority: N1-439-06-2, item 5)~~

~~Date span: 2009 - Forward~~

~~Current volume: .2075 cubic feet~~

~~Estimated annual accumulation: .415 cubic feet (one quarter box)~~

6. **Assistant Secretary's Reading Files.** Contains copies of outgoing Documents signed by the Assistant Secretary or prepared by the Office of the Assistant Secretary.

Disposition: **Temporary.** Destroy at the end of the fiscal year in which tenure closes. (Supersedes N1-439-06-2, item 4)