

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-439-09-6</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>8/12/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Administration on Aging		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Assistant Secretary, Office of Communications			
4 NAME OF PERSON WITH WHOM TO CONFER Harry Posman	5 TELEPHONE 202-357-3540	DATE <i>8/12/09</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>8/3/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson <i>Yvonne K Wilson</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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, Office of Communications 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		

Administration on Aging
Office of the Assistant Secretary
Office of Communications

1. AoA Annual Accomplishments Report

Annual document which highlights the accomplishments of AoA and the National Aging Services Network in the modernization of the delivery of aging services.

Disposition: **PERMANENT**. Cut off at the end of the fiscal year in which created. Transfer to National Archives in three-year blocks at the end of the last year of the block.

Date Span: 2002-Present
Current Volume: .14 cubic foot
Est. Annual Accumulation: .02 cubic foot

2. Educational Campaign materials

Materials such as logos, posters and promotional kits developed in conjunction with mission related educational campaigns initiated by AOA

Disposition: **PERMANENT**. Cut off at the end of the fiscal year in which created. Transfer to National Archives in three-year blocks at the end of the last year of the block. For posters, transfer two copies of each poster.

Date Span: 2001-Present*
Current Volume: .56 cubic foot
Est. Annual Accumulation: .02 cubic foot

* 2001 – 2005 consist of paper copies of the materials, 2006 forward are electronic files and will be provided on CD.

3. AoA Photographic Files

Digital photographs taken at Administration on Aging –sponsored conferences and meetings

- a. Images of senior agency officials conducting activities related to the mission of AoA. Files may include color and black and white prints and negatives, as well as digital photographs.

Disposition: **PERMANENT**. Cut off at the end of the fiscal year in which created. Transfer to National Archives in three-year blocks at the end of the last year of the block.

Date Span: 1965-Present *
Current Volume: Presently unable to estimate
Est. Annual Accumulation: Unable to estimate annual accumulation of
photos

* Photos from 1965-2005 are hard copy, 2006 going forward are digital.

b. Images of personnel at routine functions, awards ceremonies, social events, and activities not related to the overall mission of AoA.

Disposition: **TEMPORARY**. Destroy when one year old or when no longer needed, whichever is later.

4. Moving Image files

These files provide documentation on the organization, functions, policies, procedures and essential transactions of AoA. Included in the files are recordings of Commissioners and Assistant Secretaries providing oral histories of the evolution of aging policy. These files may also consist of recordings of official speeches, television conferences, meetings, interviews and panel discussions.

Disposition: **PERMANENT**. Cut off at the end of the fiscal year in which created. Transfer to National Archives in three-year blocks at the end of the last year of the block.

Date Span: 2009-Present
Current Volume: 2 videos (dvds)
Est. Annual Accumulation: 1 or two recordings per year

5. Aging Magazine (published form 1951 -1996)

Magazine produced by AoA dedicated to issues related to the constituency of the agency.

Disposition: **PERMANENT**. Transfer to National Archives immediately.

Date Span: 1951-1994 and 1996
Current Volume: 2.5 cubic feet
Est. Annual Accumulation: NONE

6. Press Releases

Documents related to the dissemination of information to any public communications media advising of AoA's position on various subject matters and actions taken.

Disposition: **PERMANENT.** Cut off at end of fiscal year in which created.
Transfer to National Archives after cutoff in three-year blocks.

Date Span: 2001-Present
Current Volume: .14 cubic foot
Est. Annual Accumulation: .02 cubic foot

7. Media Advisories

Communications with media to advise of upcoming activities of the Assistant Secretary for Aging or other AoA principals.

Disposition: **TEMPORARY.** Destroy when one year old or when no longer needed, whichever is later.

8. Daily News Summary

Daily compilation of articles and similar materials appearing in the press that relate to aging issues.

Disposition: **TEMPORARY.** Destroy after one year.

9. Public inquiry responses

Responses to requests from the general public for information that may be of use to senior citizens, their caregivers or advocates. These items are typically requests for printed materials originating from AoA and other outside organizations.

Disposition: **TEMPORARY.** Destroy when one year old or when no longer needed, whichever is later.

10. Fact Sheets developed to highlight Administration on Aging policies and programs.

Disposition: **TEMPORARY.** Destroy after four years or when no longer needed for reference, whichever is later.

11. Working/Duplicate Copies

Working and duplicate copies of documents created in the process of developing materials within the Office of Communications including, but not limited to, annual accomplishment report, educational campaigns, press releases, fact sheets and media summaries.

Disposition: **TEMPORARY.** Destroy after one year or when no longer needed for reference, whichever is later.