

<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>11-439-11-1</i>	
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		Date Received <i>5/26/11</i>	
2 MAJOR SUB DIVISION <i>Administration on Aging</i>		NOTIFICATION TO AGENCY	
3 MINOR SUB DIVISION <i>Office of CLASS</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <i>Harry Posman</i>	5 TELEPHONE <i>202-357-3540</i>	DATE <i>5/26/11</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>5/19/2011</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gyovanne K. Wilson</i>		TITLE <i>Department Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

## CLASS Office Records Schedule

### 1. Deputy Assistant Secretary Office Files

Electronic calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Deputy Assistant Secretary while serving in an official capacity

Disposition **Temporary** Cut off at the end of the calendar year when created or received  
Destroy 5 years after cutoff

### 2. Organization Analysis Files

Records which affect changes in the functions delegated to the CLASS Office. Included are approved/disapproved organizational and staffing plans and charts, delegations of authority, reorganization plans, functional or mission statements, and directly related papers

Disposition **Temporary** Place in an inactive file when the directive is rescinded, superseded or obsolete. Cut off inactive file at the close of FY. Destroy after 5 years

### 3. Correspondence

Records documenting public education and outreach activities, consumer support and services, correspondence with Federal, State and local government officials, and constituent letters and responses. These do not include records signed by the Assistant Secretary for Aging as those are cataloged under N1-439-06-001

Disposition **Temporary** Cut off at the end of the fiscal year in which created. Destroy 5 years after cutoff

### 4. Working Papers and Reports

Working copies of documents created in the process of developing materials within the CLASS Office including, but not limited to, policy development, IT systems development, regulation development, benefit design, and actuarial analysis

Disposition **Temporary** Destroy 5 years after document creation

### 5. Final Report and related Appendices

The final CLASS report and its related appendices submitted to the public. This report details the decision and rationale to not move forward with the CLASS program. Appendices A through R are indexed and referenced in the report and cover actuarial, program development, and related analyses

Disposition **Permanent.** Transfer to the National Archives immediately upon approval of this schedule