

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO
NI-439-87-1

DATE RECEIVED
8-6-87

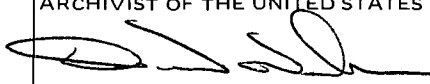
1 FROM (Agency or establishment)
Department of Health and Human Services

2 MAJOR SUBDIVISION
Office of Human Development Services

3 MINOR SUBDIVISION
Office of Management Services, DAS

4 NAME OF PERSON WITH WHOM TO CONFER
Betty L. Putnam

5 TELEPHONE EXT
FTS 245-3495

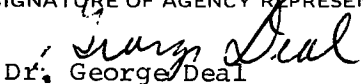
DATE **ARCHIVIST OF THE UNITED STATES**
7/5/84 

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 16 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 7/3/87	C. SIGNATURE OF AGENCY REPRESENTATIVE  Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (INARS USE ONLY)
	<p>Program, staff and general administration records for the Office of Human Development Services, Department of Health and Human Services.</p> <p>See attached schedule (16 pages).</p> <p>All modifications to this proposed schedule have been agreed upon by (1) <u>George Deal</u> agency representative <u>6/27/88</u> date (2) <u>Jay Selman</u> NARA Official <u>6/27/88</u> date</p>		50 items

*Copy to agency
RNF
NCF*

7/6/88

General

1. OM OFFICE MANAGEMENT

09. Priority Correspondence

Record/Subject Content - Time controlled and coordinated responses to letters received from the Executive Branch, Congress, state and local government officials, community and institutional leaders and dignitaries.

Disposition - Destroy when ^{three} years old or when no longer needed, whichever is sooner.

See

Office of the Assistant Secretary
EXECUTIVE SECRETARIAT

2. CC CONGRESSIONAL CORRESPONDENCE

Record/Subject Content - Controlled responses to letters and inquiries from members of Congress or Congressional bodies.

Disposition - Destroy when two years old or when no longer needed, whichever is sooner.

3. MI MAJOR ISSUES AND PROGRAMS - HIGH VOLUME CORRESPONDENCE

Record/Subject Content - Letters and responses to letters relative to major HDS actions or programs. Inquiries centered on a specific issue or point and generally requiring a common or similar response.

Disposition - Destroy when two years old.

4. PC PRIORITY CORRESPONDENCE

Record/Subject Content - Controlled responses to letters and inquiries received from leading members of other Federal agencies, the Executive Office and OMB, major institutions and commercial organizations, state and local governments, and educational and religious organizations.

Disposition - Destroy when three years old.

Office of the Assistant Secretary
FEDERAL COUNCIL ON AGING
and
PRESIDENT'S COMMITTEE ON MENTAL RETARDATION

5. CS CONSULTANTS

Record/Subject Content - Invitations to serve as consultant, offer to serve as consultant, biographies, resumes, evaluations and recommendations, performance evaluations, correspondence.

Disposition - Destroy when three years old.

6. PG PUBLIC AND GOVERNMENT ORGANIZATIONAL ACTIVITY

a. 01. State and Local Governments

Record/Subject Content - Program descriptions and plans, activity and performance reports, handbooks, photos, newspaper and magazine articles, policy and regulations, proposals, studies, correspondence from and to principal members.

Disposition - Destroy when *ten* years old. *ruled*

b. 02. Federal Agencies and Organizations

Record/Subject Content - Program descriptions and plans, activity and performance reports, handbooks, photos, newspaper and magazine articles, policy and regulations, proposals, studies, correspondence from and to principal members.

Disposition - Destroy when *ten* years old. *ruled*

c. 03. International - Country and Organization

Record/Subject Content - Program descriptions and plans, activity and performance reports, handbooks, photos, newspaper and magazine articles, policy and regulations, proposals, studies, correspondence from and to principal members.

Disposition - Destroy when *ten* years old.

d. 04. Educational, Religious, Philanthropic and Commercial Organizations

Record/Subject Content - Program descriptions and plans, activity and performance reports, handbooks, photos, newspaper and magazine articles, policy and regulations, proposals, studies, correspondence from and to principal members.

Disposition - Destroy when *ten* years old.

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7. PR PUBLIC RELATIONS

a. 01. Information Files

Record/Subject Content - Copies of press releases, newspaper and magazine articles, newsletters, photographs, visitor receptions, advertisements.

Disposition - Destroy when no longer needed for reference.

b. 02. Media

Record/Subject Content - Copies of interviews with TV and the press, radio spots, newsletters, press releases, recordings and TV tapes.

Disposition - Destroy when no longer needed for reference.

c. 03. Invitations

Record/Subject Content - Invitations, letters accepting or rejecting invitations, briefing materials, speeches, agendas, speaker itinerary, debriefing and concluding summaries.

Disposition - Destroy when no longer needed for reference.

d. 04. Biographies

Record/Subject Content - Resumes and biographical sketches of committee members and people concerned with FCA and PCMR programs.

Disposition - Destroy when no longer needed for reference.

8. PS PROJECTS AND SPECIAL STUDIES

Record/Subject Content - Project or study proposals, development of task forces, appointment of monitors, approval of invoices, status reports, performance evaluation reports, interim and final reports, evaluation of results and recommendations.

(See Am 13 for record copy of final (pic) reports)

Disposition - Destroy two years after termination of project or study.

new

Office of the Assistant Secretary
OFFICE OF PUBLIC AFFAIRS

9. PO PR PROGRAM AND OPERATIONS

a. 01. Policy Planning and Performance

Record/Subject Content - Mission statements, short and long plans, comprehensive PR plans, staff meetings, status and progress reporting, standards and guidelines.

Disposition - Destroy when three years old.

b. 02. Assignments and Projects

Record/Subject Content - Special initiatives, special promotions, project staffing, planning and scheduling, status reporting, summary reports, exhibits, graphics, product.

Disposition - Destroy when three years old.

c. 03. Information Files

Record/Subject Content - Newspaper and magazine clippings, Federal Register and Congressional Record clippings.

Disposition - Destroy when three years old.

d. 06. Biographies

Record/Subject Content - Resumes and biographical sketches of HDS principals, members of Congress, and people concerned with HDS programs.

Disposition - Destroy when three years old.

Office of the Assistant Secretary
OFFICE OF REGIONAL OPERATIONS

10. GC GRANT AND CONTRACT MANAGEMENT

Record/Subject Content - Notices of availability of funds for state expenditures, state pre-expenditure plans, application and assurance memoranda. Federal allotment computation schedule, lists of allotments to states and territories for social services, Financial Status Reports (SF-424), expenditure estimates, comments on grantee and contractor audits, summary of grant and contract activity, external audit reports, correspondence and memoranda.

Disposition - Destroy when *two* years old.

GRS 3/3

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11. RO REGIONAL OFFICE OPERATIONS

a. 01. Budget

Record/Subject Content - Budget submissions, FTE (assignments), office operating hours, travel plans, equipment holdings and planned acquisitions.

Disposition - Destroy when three years old.

b. 02. Procedural Files

Record/Subject Content - Delegations of authority, policy issuance and operating instructions, guidelines and standards, comments on regulations as related to regional offices.

Disposition - Destroy when superseded or obsolete.

c. 03. Information Files

Record/Subject Content - Regional office conferences, newspaper and magazine clippings, correspondence and memoranda.

Disposition - Destroy when no longer needed for reference.

Program Offices

12. DG DISCRETIONARY GRANTS

02. Applications (Resulting from Pre-application process or direct solicitation.)

GRS 3/14a

Record/Subject Content - Copies of application (SF-424) budget information, abstract, evaluation notes and comments, award/rejection notices, memoranda and correspondence.

Disposition -

Unsuccessful application - Destroy ~~one~~ ^{three} years after rejection or withdrawal.

new

13. FE FEDERAL/STATE/LOCAL ACTIVITIES

Record/Subject Content - Interaction with Federal, State and local agencies, program management with state and local government units, technical assistance to states, and interaction with executive and legislative government units.

Disposition - Destroy when four years old.

14. IP PRIVATE SECTOR ACTIVITIES

Record/Subject Content - Interaction and participation by foundations and volunteer organizations, relations with educational and religious institutions, and program participation of commercial and industrial organizations.

Disposition - Destroy when four years old.

15. LP LEGISLATIVE PROGRAM AND OPERATIONS

a. 01. Legislative and Legal

Record/Subject Content - Existing and proposed legislation, Congressional Bills and Acts, Congressional Hearings, Congressional Reports, Executive Orders, White House proposals, court decisions, legal opinions, model statutes,

minutes of hearings and meetings, newsletters, newspapers and magazine clippings, notes on congressmen.

Disposition - Destroy when four years old.

b. 02. Regulations, Notices and Policy

Record/Subject Content - Copies of HDS regulations, other agency regulations, available funds announcements, notice of meetings, policy announcements, Policy Interpretations, Program Instructions, Information Memoranda, guidelines for writing regulations and policy statements, processing guidelines.

Disposition - Destroy when four years old.

16. PR PUBLIC RELATIONS

a. 01. Information Dissemination and Exchange

Record/Subject Content - Publication concepts, publication development and dissemination, mail lists, program information dissemination methods. Use of clearing house operations, storage of publications.

Disposition - Destroy when no needed for reference.

b. 02. Information Files

Record/Subject Content - Copies of press releases, newspaper and magazine articles, newsletters, photographs, dinners and ceremonies promoting program, posters, conferences, fairs and special events.

Disposition - Destroy when no longer needed for reference.

c. 03. Media

Record/Subject Content - Copies of interviews with TV and the press, radio spots, newsletters, press releases, recordings and TV tapes.

Disposition - Destroy when no longer needed for reference.

d. 04. Invitations

Record/Subject Content - Invitations, letters accepting or rejecting invitations, briefing materials, speeches, agendas, speaker itinerary, debriefing and concluding summaries.

Disposition - Destroy when no longer needed for reference.

17. RO REGIONAL OFFICE OPERATIONS

a. 01. Operations

Record/Subject Content - RO budget, staffing, travel plans and activities, facilities and equipment use and acquisition, space rental and location, grant and contract monitoring activities, procedures for processing work, operating plans.

Disposition - Destroy when three years old.

b. 02. RO Program

Record/Subject Content - Operating standards and guidelines, policy memoranda, instructions, announcements, conferences, arrangements and notes.

Disposition - Destroy when three years old.

18. RV REVIEWERS - APPLICATIONS AND PROPOSALS

Record/Subject Content - Reviewer resumes, comments on reviewer, past reviewing performance and evaluation, availability periods, special educational or occupational factors, letters of recommendation.

Disposition - Destroy two years after withdrawal or termination.

19. SS STUDIES AND SYSTEMS ASSISTANCE

Record/Subject Content - Request for studies, study proposals, study or survey plans and outlines, system designs and strategies, data gathering and processing schedules, status reports, interpretation, final reports and presentations, OMB clearances.

Disposition - Destroy three years after completion of study or assistance activity.

20. ST STATISTICAL AND RESEARCH RECORDS

Record/Subject Content - Research reports, position papers, and statistical compilations prepared in the administration.

Arrangement -

(a) Retain one copy of each whether published or unpublished by date.

(b) File feeder reports received from states and other sources used to compile reports and statistics in separate folders by date.

Disposition - Permanent.

cut off on completion of product.
(a) Transfer to Records Center two years after completion. Offer to National Archives when ten years old in five year blocks.

(b) Dispose of five years after receipt.

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Staff Offices
OFFICE OF MANAGEMENT SERVICES

21. ~~DG DISCRETIONARY GRANTS~~

~~02. Applications (Resulting from pre-application process or direct solicitation.)~~

~~Record/Subject Content - Application (SF-424) budget information, project abstract, evaluation notes and comments, award/rejection notices, memoranda and correspondence.~~

~~Disposition -~~

~~Unsuccessful Applications - Destroy ~~one~~ ³ year~~s~~ after rejection or withdrawal.~~

CRS 3:14a

new

22. DP DATA PROCESSING PROGRAM MANAGEMENT

Record/Subject Content - Standards and guidelines, information system designs, summary of projects, system security, information system strategy, networking, computer equipment and application, time sharing, project scheduling and assignment summaries.

Disposition - Destroy when three years old.

23. RS REVIEWS, SURVEYS, AND MANUALS

a. 01. Internal Control Review

Record/Subject Content - OMB Circular E123, review guidelines, management assessment statements and reports, review reports, comments, GAO and OMB reviews and reports, IG reports.

Disposition - Destroy when four years old.

b. 02. HDS Studies and Surveys

Record/Subject Content - Study requests and requirements, plans and schedules, staffing, outlines, interview notes and collected data, status reports, draft and final reports, comments.

Disposition - Destroy three years after completion of study or survey.

C. 03. Manuals and Standards

Record/Subject Content - Design specifications, staff assignments, plan and schedules, drafts and comments, final/printed copy.

Disposition - Destroy one year after revision or cancellation.

24. SP SYSTEM PROJECTS

Record/Subject Content - Request from program or staff office for systems/programming assistance, justification of need, survey of system requirements, job acceptance, data collection, design of data processing system, test and implementation, cost of design and operation, reviews and comments, system revisions and additions, run scheduling, performance checks.

Disposition - Destroy one year after termination of system/program.

Staff Offices
OFFICE OF POLICY, PLANNING AND LEGISLATION

GRS 3/14a

25. DG DISCRETIONARY GRANTS

~~02. Applications (Resulting from Pre-application process or direct solicitation.)~~

~~Record/Subject Content - Copies of application (SF-424) budget information, project abstract, evaluation notes and comments, award/rejection notices, memoranda and correspondence.~~

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~~Disposition -~~

~~Unsuccessful Applications - Destroy ³ ~~one~~ years after rejection or withdrawal.~~

26. FE FEDERAL/STATE/LOCAL ACTIVITIES

Record/Subject Content - Interaction with other Federal agencies, program management by state and local government units, technical assistance to states, and interaction with executive and legislative government units.

Disposition - Destroy when four years old.

27. IP PRIVATE SECTOR ACTIVITIES

Record/Subject Content - Plans for securing private sector assistance in providing social services, data on foundations and volunteer organizations, biographies of community and institutional leaders, private sector initiatives and implementation plans, enlistment campaigns, conferences and meetings, promotions and publicity, newspaper and magazine articles.

Disposition - Destroy when *four* years old.

28. LP LEGISLATIVE PROGRAM AND OPERATIONS

a. 01. Legislative and Legal

Record/Subject Content - Existing and proposed legislation, Congressional Bills and Acts, Congressional Hearings, Congressional Reports, Executive Orders, White House proposals, court

decisions, legal opinions, model statutes, minutes of hearings and meetings, newsletters, newspapers and magazine clippings, notes on congressmen.

Disposition - Destroy when four years old.

b, 02. Regulations, Notices and Policy

Record/Subject Content - Copies of HDS regulations, other agency regulations, available funds announcements, notice of meetings, policy announcements, Policy Interpretations, Program Instructions, Information Memoranda, guidelines for writing regulations and policy statements, processing guidelines.

Disposition - Destroy when four years old.

29. PI POLICY ISSUANCES

Record/Subject Content - Program Regulations (PR), Policy Interpretation Questions (PIQ), Policy Announcements (PA), Program Instructions (PI), Information Memoranda (IM), Policy Guides and Manuals (PGM), justification of need for issuance, issuance outline, draft of issuance, review and comments, clearances, distribution.

Disposition - Permanent. One copy of each issuance. Cutoff on revision or termination. Transfer to the National Archives when 5 years old in 10 year blocks.

30. PL HDS PLANNING SYSTEM

Record/Subject Content - Planning system objectives, format design, data specifications, data collection and assembly procedures, guidelines development, implementation plans and schedules, operating cost estimates, use of data processing equipment, model planning systems, user guides, catalogues, newspaper and magazine articles, comments and evaluation of system, test procedures, operating cost, suggested changes.

Disposition - Destroy when three years old.

31. RV REVIEWERS - APPLICATIONS AND PROPOSALS

Record/Subject Content - Reviewer resumes, comments on reviewer, past reviewing performance and evaluation, availability periods, special educational or occupational factors, letters of recommendation.

Disposition - Destroy two years after withdrawal or termination.

32. SS STUDIES AND SYSTEMS ASSISTANCE

Record/Subject Content - Request for studies, study proposals, study or survey plans and outlines, system designs and strategies, data gathering and processing schedules, status reports, interpretation, final reports and presentations, OMB clearances.

Disposition - Destroy three years after completion of study or assistance activity.

33. SI STATISTICAL AND RESEARCH RECORDS

Record/Subject Content - Research reports, position papers, and statistical compilations prepared in the administration.

Arrangement -

(a) Retain one copy of each whether published or unpublished by date.

(b) File feeder reports received from states and other sources used compile reports and statistics in separate folders by date.

Disposition - Permanent. *Cutoff on completion* *mes*

(a) Transfer to Records Center two years after completion. Offer to National Archives when ten years old in five year blocks.

(b) Dispose of five years after receipt.