

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Administration on Aging

2. MAJOR SUBDIVISION  
White House Conference on Aging

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Jean Robinson

5. TELEPHONE  
(202) 401-5330

**LEAVE BLANK (NARA use only)**

JOB NUMBER N1-439-96-1-1

DATE RECEIVED 4-12-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 6-14-96 ARCHIVIST OF THE UNITED STATES  
John W. Paul

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 5 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, 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 4/4/96 SIGNATURE OF AGENCY REPRESENTATIVE A Prentice Barnes, Sr. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See attached sheet</p> <p><i>Changes to the original SF 115 have been authorized by DHHS Agency Records Officer. MjL 4/10/96.</i></p>		

Records of the White House Conference on Aging (WHCoA)

- Item 1. General Subject File of the Executive Director.**  
Files consist primarily of correspondence between the Director and high-level federal and state Government officials, WHCoA committee members, and Conference participants. Also included are drafts and final versions of WHCoA reports, notes and memorandums by the Director documenting meetings, copies of press releases, and a wide assortment of reference materials.

Current accumulation: 3 c.f.  
Annual accumulation: 1 c.f.

**Permanent:** Cutoff files upon closure of WHCoA offices and retire to the WNRC immediately.  
Transfer to NARA ~~15 years after cutoff.~~ *upon closure of WHCoA.*

- Item 2. Transcripts and Summaries of WHCoA Committee Meetings.** Files contain a copy of each transcript and/or summary of WHCoA committee meetings. Included are transcripts/summaries of Policy, Advisory, Business Advisory, and Disabilities Committee meetings.

Current accumulation: 1 c.f.  
Annual accumulation: negligible

**Permanent:** Cutoff files upon closure of WHCoA offices and retire to the WNRC immediately.  
Transfer to NARA ~~15 years after cutoff.~~ *upon closure of WHCoA*

- Item 3. Policy Committee Correspondence Files.** WHCoA requests sent to Governors for comments and recommendations on the Conference's "proposed Report". Also included in the files are the subsequent responses.

Current accumulation: 2 c.f.  
Annual accumulation: 1 c.f.

**Permanent:** Cutoff files upon closure of WHCoA offices and retire to the WNRC immediately.  
Transfer to NARA ~~15 years after cutoff.~~ *upon closure of WHCoA*

- Item 4. Congressional and Executive Office Correspondence Files.** Files contain correspondence between WHCoA officials, members of Congress, and the Executive Office of the President.

Current accumulation: 2 c.f.  
Annual accumulation: negligible

Permanent: Cutoff files upon closure of WHCoA offices and retire to the WNRC immediately. Transfer to NARA ~~15 years after cutoff. upon closure of WHCoA.~~

**Item 5. Publications File.** Files contain the record copy of each official report, newsletter, fact sheet, or related publication created by the WHCoA.

Current accumulation: 2 c.f.  
Annual accumulation: 1 c.f.

Permanent: Cutoff files upon closure of WHCoA offices and retire to the WNRC immediately. Transfer to NARA ~~15 years after cutoff. upon closure of WHCoA.~~

**Item 6. Videotapes.** Videos promoting and documenting WHCoA conferences.

Current item count: 15

Permanent: Transfer videotapes and background materials to NARA upon the completion, in accordance with 36 CFR 1228.184 (d) and (e). Existing titles and background materials will be transferred to NARA upon approval of this schedule. ~~The National Archives Reserves the right during archival processing to dispose of any marginal, duplicative, fragmentary or non-identifiable materials or records that are already scheduled under approved agency schedules and GRS, as well as those records lacking~~

**Item 7. Photographs.** Black and white and color photographic prints and negatives depicting WHCoA officials, committee members, and events. sufficient historical value to warrant permanent retention by the U.S. Government.

Current item count: Undetermined

Permanent: Transfer photographic images and background materials to NARA upon closure of WHCoA offices, in accordance with 36 CFR 1228.184.

**Item 8. Posters.** Record copy of each poster produced by WHCoA and background materials.

Current item count: undetermined  
Annual accumulation: undetermined

Permanent: Transfer to NARA immediately upon the closure of WHCoA offices.

**Item 9. Press Releases.** Files contain the record copy of each WHCoA press release.

Current accumulation: 1 c.f.  
Annual accumulation: negligible

Permanent: Cutoff files upon closure of WHCoA offices and retire to the WNRC immediately. Transfer to NARA ~~15 years after cutoff.~~ upon closure of WHCoA.

**Item 10. Press Clippings File.** Files contain articles from local and national periodicals and newspapers on WHCoA events.

Current accumulation: 1 c.f.  
Annual accumulation: negligible

Permanent: Cutoff files upon closure of WHCoA offices and retire to the WNRC immediately. Transfer to NARA ~~15 years after cutoff.~~ upon closure of WHCoA.

**Item 11. Associate Directors Working Files.** Files contain correspondence, notes, draft materials, reference materials, and general administrative records kept by Associate Directors to facilitate the coordination of WHCoA events and the creation of WHCoA reports and publications.

Current accumulation: undetermined  
Annual accumulation: undetermined

Temporary. Destroy upon closure of WHCoA offices.

**Item 12. Delegate Appointment Files (Congressional).** Files contain records relating to the appointment of Conference delegates by members of Congress. Included in the files are completed forms used by WHCoA to solicit nominations, letters of appointment, and related correspondence.

Current accumulation: 1 c.f.  
Annual accumulation: negligible

Temporary. Destroy files upon closure of WHCoA offices.

**Item 13. Nominations for Conference Observers.** Correspondence and related records on the nomination of Conference observers by members of Congress and state and local government officials.

Current accumulation: negligible  
Annual accumulation: negligible

Temporary. Destroy upon closure of WHCoA offices.

- Item 14. Resumes.** Office copies of resumes for individuals rejected and hired for WHCoA appointments.

Current accumulation: negligible  
Annual accumulation: negligible

Temporary. Destroy upon closure of WHCoA offices.

- Item 15. Correspondence Relating to the Sponsorship of Pre and Post-Conference Events.** Files contain correspondence and related records on requests for WHCoA's sponsorship of pre and post-conference events/programs.

Current accumulation: 5 c.f.  
Annual accumulation: 1.5 c.f.

Temporary. Destroy upon closure of WHCoA offices.

- Item 16. Solicitations for Post Conference Events.** Files contain letters from WHCoA encouraging potentially interested organizations to sponsor post-conference events.

Current accumulation: 1 c.f.  
Annual accumulation: negligible

Temporary. Destroy upon closure of WHCoA offices.

- Item 17. Requests to Participate in WHCoA Program.** Correspondence and audio-visual records sent by members of the public who wished to perform as apart of WHCoA's program.

Current accumulation: negligible  
Annual accumulation: negligible

Temporary. Destroy upon closure of WHCoA offices.

- Item 18. Requests to Attend Conference.** Files contain public requests to attend Conference in an unofficial capacity and WHCoA's subsequent responses.

Current accumulation: 2 c.f.  
Annual accumulation: 1 c.f.

Temporary. Destroy upon closure of WHCoA offices.

- Item 19. Letters of Appreciation.** Files contain letters sent by WHCoA staff to rejected Policy Committee nominees and members of the public seeking to attend the Conference.

Current accumulation: 1 c.f.  
Annual accumulation: negligible

Temporary. Destroy upon closure of WHCoA offices.

- Item 20. General Inquires.** Files contain public requests for information about WHCoA and Conference events. Also included are WHCoA responses.

Current accumulation: 1 c.f.  
Annual accumulation: negligible

Temporary. Destroy upon closure of WHCoA offices.

- Item 21. Selected Administrative Records.** Routine administrative records of use as reference materials to future WHCoA staffs.

Current accumulation: 2 c.f.  
Annual accumulation: 1 c.f.

Temporary. Cutoff files upon the closure of WHCoA offices and immediately retire to the WNRC. Destroy 15 years after cutoff.

arranged records dating from ca. 1994. I concur with the Conference's recommendation that these records eventually be accessioned into the National Archives. These records should be of value to future researchers because they offer a chronological record of the major events leading to the 1995 WHCoA and post-Conference activities.

WHCoA has also recommended **Item 9, Press Clippings File**, for permanent retention. Currently, this series consist of 1 c f of newspaper and magazine articles on WHCoA events arranged alphabetically by state of publication. Articles in newspapers and magazines are often not considered worthy of archival preservation because they lack uniqueness. However, unusual attributes of this series set it apart from the average news clipping file. The articles in this series are usually taken from state and local newspapers that are not readily accessible to most researchers. In addition, the articles provide information about many of the small pre and post-Conference events sponsored by WHCoA - events which, because of their modest size, are not well documented in organization's program files. For these reasons, I concur with WHCoA's proposed disposition in anticipation of their usefulness to future researchers.

#### **Administrative Records**

The administrative staff of the 1995 WHCoA has requested that certain routine administrative records, normally disposable under GRS 23, Item 1 and related authorities, be maintained for fifteen years. This unusual request is based on the difficulty administrative staff encountered in organizing the office when it was originally formed in 1993. The staff believes that preserving selected administrative records will benefit the next staff of WHCoA when it is established. WHCoA estimates that **Item 21, Selected Administrative Records**, will not exceed 2 c.f. in length. I have suggested that the staff of the 1995 WHCoA include in this series a report summarizing important administrative information which may be of use to the future Conference staff.

I recommend this schedule for approval.



MICHAEL J. LEWANDOWSKI  
Records Appraisal and  
Disposition Branch