

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-439-96-2	DATE RECEIVED 4-10-96
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 White House Conference of Aging			
4. NAME OF PERSON WITH WHOM TO CONFER Jean Robinson	5. TELEPHONE (202) 245-7116 401-5330	DATE 2-12-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 1 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 <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.	TITLE DHHS. Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>All changes to this proposed schedule have been approved by:</p> <p><i>Josau G. Elter</i> <u>12/6/96</u> <i>David Binosoli</i> <u>12/27/96</u> NARA appraiser date Agency representative date</p>		

FEB 21 1997 MHR copy to: Agency, NWDD, NWRP, WIKR

Item 1. Pre-Conference Reporting System. This system of records includes textual and electronic records created in the development of resolutions voted on at the 1995 White House Conference of Aging (WHCoA).

- A. **Pre-Conference Event Reports.** Reports resulting from pre-conference events which contain recommendations for WHCoA resolutions.

Temporary. Cutoff upon closure of WHCoA offices and retire immediately to WNRC. *Destroy 15 years after cut off.*

- B. **Database.** Electronic database containing information on each pre-conference event and respective proposed resolutions. Also included is background documentation on database.

Temporary. Delete files and destroy documentation upon closure of WHCoA offices.

- c. **Printouts.** Report on each proposed resolution created from the database and arranged by subject.

~~Permanent.~~ ^{Temporary.} Cutoff upon closure of WHCoA offices and retire immediately to WNRC. ~~Transfer to the NARA 15 years after cutoff.~~ *Destroy*