

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

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

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

2. MAJOR SUBDIVISION **Office of the Secretary**

3. MINOR SUBDIVISION  
**Assistant Secretary for Management and Budget**

4. NAME OF PERSON WITH WHOM TO CONFER **Gay Morris**

5. TELEPHONE  
**(202) 690-6376**

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
**71-468-00-2**

DATE RECEIVED  
**7/7/00**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **3-2-01** 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 \_\_\_ 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.

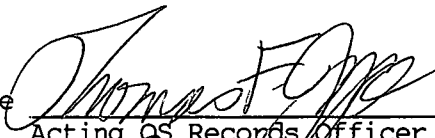
DATE **JUN 13 2000** SIGNATURE OF AGENCY REPRESENTATIVE *A Prentice Barnes, Sr.* TITLE **HHS Records Manager**

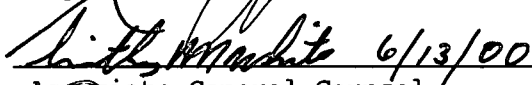
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>Y2K Project Files</b></p> <p>Records created and received by the Office of Information Resources Management and the Division of Budget Policy and Management related to the initiative undertaken to ensure that automated systems and infrastructure would continue to function reliably when the date changed to the year 2000. Files may include but are not limited to:</p> <p>Records related to overall Year 2000 efforts, monitoring and tracking efforts, outreach efforts, quarterly reports, monthly reports, briefing packages, testimony, Independent Verification and Validation Reports, Business Continuity and Contingency Plans, Day One Plans and supplemental funding.</p> <p>Spreadsheets listing all mission critical and non-mission critical systems with identification of compliance strategies.</p> <p>Secretarial Correspondence to Governors as part of outreach efforts to partners regarding assessments of high impact Federally-supported, State-run programs.</p>		


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**Disposition:** Close files July 1, 2000

1. **Paper Records:** Except for documents listed below, destroy 7 years after files are closed.
2. **Final Quarterly Reports, Final Testimony:** Destroy 10 years after files are closed.
3. *See below*

Thomas F. Joyce   
Acting OS Records Officer

Timothy M. White  6/13/00  
Associate General Counsel

Ross Cirricione   
Dir., Freedom of Info/Privacy

*Schedule modifications <sup>to item 3</sup> approved on 9/11/00 by HHS Records Officer A. Prentice Barnes.*

**3. Electronic Mail and Word Processing System Copies**

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DELETE** within 180 days after the recordkeeping copy has been produced.

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DELETE** when dissemination, revision, or updating is complete.