

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
Office of the General Counsel (OGC)

4. NAME OF PERSON WITH WHOM TO CONFER
Robert P. Jaye

5. TELEPHONE
(202) 619-0300

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-468-03-2

DATE RECEIVED
4-9-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
9-26-03

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
APR 9 2003

SIGNATURE OF AGENCY REPRESENTATIVE
A. Prentice Barnes, Sr.
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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>Electronic media recordings in MP3 digital media format or in any other format (including audio tapes) of weekly conference calls with the Office of the General Counsel's Centers for Medicare & Medicaid Services Division or any written transcriptions or summaries of those calls, and includes related finding aids (textual or electronic). These files, whether maintained in the Central or Regional Offices of the Office of the General Counsel are intended for use with the Office of the General Counsel and cease to be current after a period not to exceed 3 months.</p> <p>Disposition: Destroy after 3 months from creation date or when no longer needed, whichever is earlier.</p>		
2	<p>Email and WP copies. (See attached)</p> <p><i>Jeffrey S. Davis</i> Jeffrey Davis Chief, Procurement, Fiscal and Information Law Branch General Law Division, OGC</p> <p><i>Ross Cirrincione</i> Ross Cirrincione Director, Freedom of Information/Privacy Act</p>	<p>4-2-2003 Date</p> <p>4/4/03 Date</p>	

Changes per E. Parky (HHS) email of 7/9/03

cc Agency, NWMW

2. Electronic Mail and Word Processing System Copies

a. 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.

DISPOSITION: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: TEMPORARY. Delete when dissemination, revision, or updating is complete.