

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-468-92-4	DATE RECEIVED 12-11-91
1. FROM (Agency or establishment) DEPARTMENT OF HEALTH AND HUMAN SERVICES		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE 12/18/91	
4. NAME OF PERSON WITH WHOM TO CONFER ALVETTA JONES	5. TELEPHONE 202-245-1605	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 11/19/91	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
201.02	<p><u>Organization Analysis Files.</u></p> <p>Records which document or effect substantive changes in the organization, functions, or relationships of components of DHHS. Included are approved or disapproved organizational and staffing plans and charts, reorganization plans, functional and missions statements, and directly related papers.</p> <p>a. Disapproved plans.</p> <p>1) Office with HHS-wide organization planning responsibility.</p> <p>Disposition: Place in an inactive file upon revocation, obsolescence, or supersession. superseded. Cut off inactive file when five years old and transfer to WNRC. Destroy 20 years after cutoff.</p> <p>2) All other offices.</p> <p>Disposition: Destroy when 2 years old.</p>	HHS Manual 201.02	

B. Approved plans.

1) Office with HHS-wide organization planning responsibility.

Disposition: Permanent. Place in an inactive file upon revocation, obsolescence, or supersession. Cut off inactive file when five years old and transfer to WNRC. Transfer to the National Archives when newest records are 20 years old. Materials which are duplicative, non-record, or disposable under the GRS or a previously approved NARA schedule may be destroyed during archival processing (i.e., drafts, related personnel or budgetary guidance).

2) All other offices.

Disposition: Destroy when 2 years old.

201-03 Delegations of Authority File.

Program and administrative delegations of authority (continuing) and revocations of those authorities.

HHS
Manual
201.03

Disposition.

A. Record copy. Permanent. Place in an inactive file upon revocation, obsolescence, or supersession. Cut off inactive file after five years and retire to the FRC. Transfer to the National Archives when newest records are 20 years old.

B. All other Departmental offices (not including OPDIVs).

Disposition: Destroy when superseded, rescinded, or obsolete.