

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-468-92-004**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/17/2023

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are presumed active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

201-03 is superseded by DAA-0468-2013-0004-0001 &-0002



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 scheduled 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Disposition: Destroy when superseded, rescinded, or obsolete.