NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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201-03 is superseded by DAA-0468-2013-0004-0001 &-0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 1/17/2023 N1-468-92-004

| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | | JOB NUMBER | | | |
|---|--|----------------------------|---|---|--|--|
| (See Instructions on reverse) | | | 11-468-92-A | | | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | | DATE RECEIVED | | | |
| FROM (Agency or establishment) | | | NOTIFICATION TO AGENCY | | | |
| | PARTMENT OF HEALTH AND HUMAN SERVICES | | | | | |
| 2. MAJOR SUBDIVISION | | | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, | | | |
| Office of the Secretary 3. MINOR SUBDIVISION | | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. IVIII | , and add by the last of the l | | not approved | or "withdrawn" | in column 10. | |
| 4. NAI | ME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE | DA | T/E / AF | RCHIVIST OF TH | E UNITED STATES | |
| Δ | ALVETTA JONES 202-245-1605 | 12/ | 8/91 | 72 | -0 | |
| | 102-243-1003 | | /" | | | |
| and of th the (| reby certify that I am authorized to act for this agency in matters p that the records proposed for disposal on the attached pagnis agency or will not be needed after the retention periods spec General Accounting Office, under the provisions of Title 8 of th ncies, is not required; is attached; or | ge(s) a cified ne GA | re not nov | v needed for written conct l for Guidan | the business | |
| DATE | - | | 1. | | | |
| i i | Alan Dan Dan & | | | | | |
| 11/ | /19/91 A Prentice Barnes, Sr. DHI | HS R | Records | Managemer | nt Officer | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | | SUPE | RS OR RSEDED ITATION | 10. ACTION TAKEN (NARA USE ONLY) | |
| - | Organization Analysis Files | | 3020 | • | | |
| 1.02 | Organization Analysis Files. | | HU< | A | | |
| | Records which document or effect | | 7.713 | Manual 2 | | |
| | substantive changes in the organization functions, or relationships of component of DHHS. Included are approved or disapproved organizational and staffing | | 201.0 | າລ | , , | |
| | | | • | • . | . *. * | |
| | | | | | | |
| | plans and charts, reorganization plans | • | | • | | |
| | <pre>functional and missions statements, and directly related papers.</pre> | d | | | | |
| | directly related papers. | | | * , | | |
| | a. Disapproved plans. | | | | | |
| | 1)Office with HHS-wide organization planning responsibility. | | | | | |
| | Disposition: Place in an inactive file upon revocation, obsolescence or supersession. superseded. Cut off inactive file when five years and transfer to WNRC. Destroy 20 years after cutoff. | e, t old | l | | | |
| | 2)All other offices. | | | | | |
| | Disposition: Destroy when 2 years old. | s | | | | |

115-109 NSN 7540-00-634-4064 Copie pent to agency, NN-W, NNI, NCP 12/3/19/2

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

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 <u>Delegations of Authority File</u>.

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

manual 201.03

HHS

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.