

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-468- 98-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3/17/98	
1. FROM (Agency or establishment)  Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Secretary Office of the Assistant Secretary for Personnel			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Richard E. Cooper	5. TELEPHONE (202) 690-5408	DATE 5-4-98	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</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 <u>1</u> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE MAR 8 1998	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	BRIEFING PAPERS, 1972, 1979-83, 1987, 1989  This schedule covers materials used for Briefing the Secretary of Health Education and Welfare and the Secretary of Health and Human Services, 1972, 1979-1983, 1987, 1989.  Briefing papers created during the 17 months (from August 1979 to January 1981) that Patricia Roberts Harris served as Secretary of HHS. The briefings cover policy issues, restructuring plans, prospective meetings with foreign dignitaries, with executives from other federal agencies, with members of HHS's executive staff. The briefings also cover Congressional appearances, ceremonial occasions, and social events.		

MAR 13 1998

*MAR**Copy to: Agency, NWMD,**NWET**NWMD*

Accession No. 468-97-0201, boxes 2-5.

Disposition

Permanent.  
Transfer to NARA upon approval of this schedule.


2. Includes volumes and one folder containing briefing guidelines used by the Assistant Secretary of Personnel in briefing sessions with the Secretaries of HEW and HHS.

Accession No. 468-97-0201, box 1.

Disposition:

Permanent.  
Transfer to NARA upon approval of this schedule.

OS Clearances:

Michelle D. Murrell:   
Program Analyst --ASPER Records Liaison

for Richard E. Cooper:   
OS Records Officer

Timothy M. White:   
Deputy Associate General Counsel