

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-468-99-1</i>	DATE RECEIVED <i>11-09-98</i>
1. FROM (Agency or establishment) <i>Department of Health and Human Services</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>Office of the Secretary</i>			
3. MINOR SUBDIVISION <i>Correspondence Control Center</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Thomas F. Joyce</i>	5. TELEPHONE <i>(202) 690-5529</i>	DATE <i>3-8-99</i>	ARCHIVIST OF THE UNITED STATES <i>John 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 ___ 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 <i>OCT 29 1998</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A Prentice Barnes</i> A Prentice Barnes	TITLE Departmental Records Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>SCHEDULES OF DAILY ACTIVITIES</p> <p>Daily official schedules, talking points, accepted invitations, travel agendas, meeting agendas, handouts of informational material, annotated speeches, final copies of speeches, handwritten notes and comments, lists of meeting attendees, calendars, logs, briefing books, issue papers, information that the Secretary should be made aware of, and other records documenting telephone calls and other activities of the Office of the Secretary, Health and Human Services and High Level Officials (as defined in GRS 23, Item 5a) while serving in an official capacity, EXCLUDING materials determined to be personal.</p> <p>Disposition: PERMANENT. Cut off files at end of calendar year. Retire to the Washington National Records Center one year after cutoff. Transfer to the National Archives and Records Administration 10 years after cutoff.</p>		

MAR 11 1999 *MMV*

copy to: Agency, NWMD, NR, NWME

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2.	<p>CORRESPONDENCE MANAGEMENT SYSTEM</p> <p>Electronic imaging system used to maintain scanned images of all incoming correspondence, responses with the Secretary's signature, and a limited number of enclosures.</p> <p>Disposition: TEMPORARY. Delete when no longer needed for reference.</p>		
3.	<p>SECRETARY'S INVITATIONS</p> <p>a) Accepted Invitations (duplicate copy). Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings, and similar events accepted by the Secretary, Deputy Secretary, Assistant Secretaries, or other departmental officials.</p> <p>Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when four years old.</p> <p>b) Declined Invitations. Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings, and similar events declined by the Secretary, Deputy Secretary, Assistant Secretaries, or other departmental officials</p> <p>Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when two years old.</p> <p>c) Cancellation Invitations. Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings and similar events cancelled by the Secretary, Deputy Secretary, Assistant Secretaries, or other departmental officials.</p> <p>Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when two years old.</p>		

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4.

WORKING CALENDARS

- a) Pencil-written government-issue or commercial calendars maintained for administrative use.

Disposition: **TEMPORARY**. Cut off at end of calendar year. Destroy when no longer needed for reference or one year after cutoff, whichever is later.

- b) Electronic Calendars – scheduling information created in electronic form and then printed out in final form.

Disposition: **TEMPORARY**. Delete Electronic version when two years old.

OS Clearances:

Thomas Joyce *Thomas Joyce* *10/29/98*
OS Records Office Date

Tim White *Tim White* *10/29/98*
Deputy Associate GC Date

Ross Cirrincoine *Ross Cirrincoine* *10/29/98*
Dir., FOI/Privacy Act Div. Date