## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## Schedule Number: N1-468-99-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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## SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

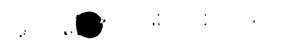
Item 1 is superseded by DAA-0468-2013-0009-0004

Item 2 is superseded by DAA-0468-2011-0006-0003

DECHIEST FOR RECORDS DISDOSIN			LEA	VE BLANK (NA	RA use only)
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			JOB NUMBER NI-44.8-90-1		
		(NIR)	DATE REC	EIVED	
<sup>TO:</sup> NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			11-09-98		
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY		
Department of Health and Human Services			In accordance with the provisions of 44		
MAJOR SUBDIVISION		ļ	U.S.C.	3303a the dispos	ition request,
Office of the Secretary			for item	g amendments, is a s that may be mark oved" or "withdrawi	ed "disposition
Correspondence Control Center		1	not appr	oved" or "withdrawi	n" in column 10.
NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE		DATE	ARCHIVIST OF T	HE UNITED STAT
Thomas F. Joyce	(202) 690-55	529	3-8-99	Alf u	). Cal
he General Accounting Office, under the pro- Agencies, X is not required; is at ATE T 29 1998 SIGNATURE OF AGENCY REPR A Prentice Barnez	tached; or		nas been r		
7.				. GRS OR	10. ACTIO
EM 8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSI	TION		PERSEDED B CITATION	TAKEN (NAI
<ul> <li>Daily official schedules, talking points invitations, travel agendas, meeting age of informational material, annotated sp copies of speeches, handwritten notes a lists of meeting attendees, calendars, lo books, issue papers, information that the should be made aware of, and other redocumenting telephone calls and other Office of the Secretary, Health and Hu and High Level Officials (as defined in 5a) while serving in an official capacity materials determined to be personal.</li> <li>Disposition: PERMANENT. Cut officialendar year. Retire to the Washington Records Center one year after cutoff. National Archives and Records Administration after cutoff.</li> </ul>	endas, handouts beeches, final and comments, ogs, briefing the Secretary cords activities of the man Services of GRS 23, Item y, EXCLUDING files at end of on National Transfer to the	; 3		· · ·	
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	OR RECORDS DISPOSITION AUTHORITY CONTINUATI	l	2
8.	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. TAKE USI
C	ORRESPONDENCE MANAGEMENT SYSTEM		
im the	ectronic imaging system used to maintain scanned ages of all incoming correspondence, responses with e Secretary's signature, and a limited number of closures.		
Di ne	sposition: TEMPORARY. Delete when no longer eded for reference.	^	
SE	CRETARY'S INVITATIONS		
	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.		
	Disposition: <b>TEMPORARY</b> . Cut off at end of calendar year. Destroy when four years old.		
	<ul> <li>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</li> </ul>		
	Disposition: <b>TEMPORARY</b> . Cut off at end of calendar year. Destroy when two years old.		
	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.		
	Disposition: <b>TEMPORARY</b> . Cut off at end of calendar year. Destroy when two years old.		





DEAL	EST FOR RECORDS DISPOSITION AUTHORITY CONTINUATION	ON JOB NUMBER	PAGE
HEQU			3 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4.	WORKING CALENDARS		
	a) Pencil-written government-issue or commercial calendars maintained for administrative use.		
	Disposition: <b>TEMPORARY</b> . 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: <b>TEMPORARY</b> . Delete Electronic version when two years old.		
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	OS Clearances:		
	Thomas Joyce Man Augo Man TK OS Records Office Date		
	Tim White Deputy Associate GC Date		
	Ross Cirrincoine m Dir., FOI/Privacy Act Div. 123/Se Date		
	Two copies, including original, to be submitted	STANDARD FORM	115-A (REV. 3-9 rescribed by NAP