

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-220-92-009

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This covers records of the 1991 White House Conference on Aging held by an employee of the Administration of Aging.

Date Reported:

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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|--|-------------|---|---|
| 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 N1-220-92-9 | DATE RECEIVED 10-16-92 |
| 1. FROM (Agency or establishment) DEPARTMENT OF HEALTH AND HUMAN SERVICES | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION WHITE HOUSE CONFERENCE ON AGING | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER | 5 TELEPHONE | DATE 1/12/93 | ARCHIVIST OF THE UNITED STATES  |

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 2 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,

is not required; is attached; or has been requested.

| | | |
|------------------|---|---|
| DATE 10/16/92 | SIGNATURE OF AGENCY REPRESENTATIVE  | TITLE Director, Appraisal and Disposition Division, NARA |
|------------------|---|---|

| 7 ITEM NO | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|---|---|---------------------------------------|
| 1. | <p><u>Conference Director's Correspondence File; June, 1991-July 1992.</u> Copies of incoming and outgoing correspondence signed by the Director. Mostly arranged alphabetically by last name of correspondent; about 2 inches worth is arranged chronologically. Copies of this correspondence are generally <u>not</u> found in the subject file.</p> <p>Closed Series: 1 cu ft. Disposition: Permanent. Transfer immediately to the National Archives.</p> | | |
| 2. | <p><u>Conference Director's Subject File; June, 1991-July 1992.</u> Copies of internal and external memorandums, briefing books, congressional budgetary correspondence, and background materials on various state and minority aging issues. Arranged alphabetically by subject.</p> <p>Closed Series: 2 cu ft. Disposition: Permanent. Transfer immediately to the National Archives.</p> | | |

Copies sent to agency, NN-W, NNT, NCF 2/11/93

3. Congressional Liaison Records; June, 1991-July 1992.
Mostly copies of bills and some scattered correspondence. The substantive correspondence is in the Government and Public Relation Division's subject file.

Closed Series: 1 cu ft.
Disposition: Temporary. Destroy when two years old or when no longer needed, whichever is sooner.
4. State Conference Correspondence; June, 1991-July 1992.
Copies of correspondence with States relating to the proposed State-level conferences. Arranged by State.

Closed Series: less than 1 cu ft.
Disposition: Temporary. Destroy when two years old or when no longer needed, whichever is sooner.
5. Government and Public Relations Division Subject File; June, 1991-July 1992. Inter- and intra-governmental correspondence, and correspondence with private groups relating to various existing programs on aging. Arranged alphabetically by subject.

Closed Series: 3 cu ft.
Disposition: Permanent. Transfer immediately to the National Archives.
6. Policy Research and Development Division File; June, 1991-July 1992. Background drafts, weekly workload reports, and project tracking sheets. Loose subject arrangement, but otherwise unarranged.

Closed Series: less than 1 cu ft.
Disposition: Temporary. Destroy when two years old or when no longer needed, whichever is sooner.
7. Reference materials; ca. 1981-July, 1992. Copies of Federal, State, and private publications, and copies of articles, all relating to issues on aging. No discernible arrangement, except that sets of recurring reports are kept together.

Closed Series: approximately 12 cu ft.
Disposition: Temporary. Destroy when two years old or when no longer needed, whichever is sooner.

February 4, 1993

NIR

Transmittal of Completed Job No. N1-220-92-9

NN-E

Our appraisal of unscheduled records of the 1991 White House Conference on Aging, registered as job number N1-220-92-9 has been completed. Enclosed is your signed copy of this approved job. Also enclosed are three SF-258s, which have been executed by NIR since the Conference left no successor.

These records, while not belonging to the Department of Health and Human Services, are in the custody of Ms. Alvetta Jones of the Department. Ms. Jones provided support to the Conference at the request of the Department's Administration on Aging, which was interested in the Conference's records. A representative of the Administration was told that it could incorporate into its own files materials from series approved for disposal.

If you have any questions or cannot contact Ms. Jones, Marc Wolfe of NIRC will assist. He can be reached at 501-6053.

JAMES J. HASTINGS
Director
Records Appraisal and
Disposition Division

Enclosures

Official File - NI
Reading File - NIR

cc: Job No. N1-220-92-9

Mwolfe:mj t2/4/93 doc r:\N1220.09

File - Independent Agencies and Commissions