Schedule Number: NC1-220-83-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule covers records for the planning and hiring of staff. The conference was canceled and the records schedule for destruction in 1991.
TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT) 
Department of Health and Human Services

2. MAJOR SUBDIVISION 
Office of Human Development Services

3. MINOR SUBDIVISION 
Division of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER 
Whitman Byers

5. TEL EXT 
215-2885

6. CERTIFICATE OF AGENCY REPRESENTATIVE 
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency’s records; that the records proposed for disposal in this Request of [ ] page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

8/31/83

D. SIGNATURE OF AGENCY REPRESENTATIVE 
George E. Deal

E. TITLE 
Department Records Management Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
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An unarranged collection of miscellaneous record and non-record materials relating to the eighth decennial White House Conference for Children and Youth. Included are working papers, reference materials, multiple copies of drafts of background papers, and some correspondence. Topics focus on Conference planning and hiring staff for the Conference.