

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>N1-439-09-7</u>	
1 FROM (Agency or establishment) Department of Health and Human Services		Date Received <u>8/12/09</u>	
		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Administration 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Assistant Secretary, Executive Secretariat			
4 NAME OF PERSON WITH WHOM TO CONFER Harry Posman	5 TELEPHONE 202-357-3540	DATE <u>3 Aug 09</u>	ARCHIVIST OF THE UNITED STATES <u>L. N. J.</u>
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 needed now 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 <u>8/3/09</u>	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson <i>Yvonne X. Wilson</i>	TITLE DHHS Records Management Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Records for Administration on Aging, Immediate Office of the Assistant Secretary, Office of the Executive Secretariat Unless specifically stated otherwise in the description or the retention, all items are media-neutral and apply to paper, electronic, microform, or other media in which records may exist See attached sheet	9 GRS OR SUPERSEDED JOB CITATION NARA Job No N1-439-06-1	10 ACTION TAKEN (NARA USE ONLY)

Administration on Aging
Office of the Assistant Secretary
Office of the Executive Secretariat

This schedule provides description and disposition instructions for the records created by the Administration on Aging (AoA) an agency within the U.S. Department of Health and Human Services.

1. Policy Documents

- Older Americans Act: Reauthorization, Regulations, Regulations and Policy Interpretations file (including OGC interpretations);
- Program Instructions;
- Speeches with briefing documents for Assistant Secretary for Aging or designee;

Disposition: **Permanent.** Cut off at the end of the fiscal year in which created. Transfer to National Archives after cutoff in three year blocks immediately after the last cutoff in the block. (Supersedes N1-439-06-1, item 1a, in part)

Date Span: 2004 - Present

Current Volume: 1.125 cubic feet

Est. Annual Accumulation: .5625 cubic feet

2. Action Documents

- Official documents in response to action memoranda from OS STAFDIVS (including award nominations, designations to working groups and requests for information)

Disposition: **Temporary.** Cut off at the end of the fiscal year after action is completed or discontinued. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 1a, in part)

3. Documents for the approval/signature of the Assistant Secretary for Aging or designee

Documents for the approval/signature of the ASA or designee, including, but not limited to, decision memoranda, reports, letters to members of Congress and AoA constituents and memoranda to AoA staff.

Disposition: **Permanent.** Cut off at the end of the fiscal year in which approved. Transfer to National Archives after cutoff in three year blocks immediately after the last cutoff in the block. (Supersedes N1-439-06-1, item 1a, in part)

Date Span: 2004 - Present

Current Volume: 2.25 cubic feet

Est. Annual Accumulation: 1.125 cubic feet

4. Records prepared for approval outside the Office of the Assistant Secretary for Aging

- Official documents to the Office of the President and his immediate office, including Proclamations;
- Documents for the approval/signature of the Secretary (including ASA transmittal); and
- Documents for the approval/signature of the Regional Administrator;

Disposition: **Temporary.** Cut off at the end of the fiscal year in which sent for approval. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 2, in part)

5. Delegations of Authority

Disposition: **Temporary.** Cut off at the end of the fiscal year when discontinued or superseded. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 1, in part)

6. Documents that result from request from offices outside the Office of the Assistant Secretary for Aging for input from the Assistant Secretary for Aging

- Documents in response to GAO and OIG reports;
- Comments on Clearance, including SAP, bill reports, bill testimony

Disposition: **Temporary.** Cut off at the end of the fiscal year in which created. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 2, in part)

7. Documents required in the implementation of AoA programs

- Documents developed and processed in compliance with the Paperwork Reduction Act;
- State Plans.

Disposition: **Temporary.** Cut off at the end of the fiscal year after action is completed or discontinued. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 2, in part)

8. Information Memoranda: Guidelines created to provide guidance/information to grantees

Disposition: **Temporary.** Cut off at the end of the fiscal year when discontinued or superseded. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 1a, in part)

9. Memoranda of Understanding (MOU)/Inter-Agency Agreements (IAA)

Disposition: **Temporary.** Cut off at the end of the fiscal year when completed or discontinued. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 1a, in part)

9. Working/Other Copies. Working copies of files associated with the Office of the Assistant Secretary, such as intermediary documents developed in relation to the development of speeches, reports, decision memoranda, MOU's and IAA's, and delegations of Authority.

Disposition: **Temporary.** Destroy when superseded or when no longer needed for reference, whichever is later. (Supersedes N1-439-06-1, item 1b)