

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-439-06-2</i>	
1 FROM (Agency or establishment) <b>Department of Health and Human Services</b>		Date Received <i>1/5/06</i>	
2 MAJOR SUB DIVISION <b>Administration on Aging</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION <b>Immediate Office of the Assistant Secretary</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Harry Posman</b>			
5 TELEPHONE 202-357-3540		DATE <i>4/28/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 <u>2</u> 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 <b>DEC 14 2005</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.		TITLE DHHS Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records for Administration on Aging, Immediate Office of the Assistant Secretary.  See attached sheets  <i>Robert Eckert</i> Robert Eckert Director Freedom of Information Privacy Acts Div.  <i>Jeffrey Davis</i> Jeffrey Davis Associate General Counsel	<i>12/13/2005</i> Date	
		<i>12/13/05</i> Date	

*21 12/8/06 copies sent to Agency, NARA MD, NARA W*

## Administration on Aging

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.

### Immediate Office of the Assistant Secretary

1. **Assistant Secretary Schedules.** Appointment books, schedules, logs, diaries and other records documenting meetings, appointments, trips (expense reports), visits and other activities by the Assistant Secretary while serving in an official capacity.
  - a. **Official Copy**  
Disposition: **Permanent.** ~~Cut off annually. Transfer to National Archives after close of official's tenure in office.~~ Transfer to the National Archives at the end of the fiscal year in which tenure closes.
  - b. **Duplicate/Working Copies**  
Disposition: **Temporary.** Destroy after verification of official copy.
2. **Telephone Logs.**
  - a. **Paper copies**  
Disposition: **Temporary.** ~~Print out copy, cut off annually. Destroy after close of the official's tenure in office.~~ Destroy at the end of the fiscal year in which tenure closes.
  - b. **Duplicate/Working Copies**  
Disposition: **Temporary.** Delete after verification of printed copy.
3. **Invitations, Scheduling Requests.**
  - a. **Accepted**  
Disposition: **Temporary.** ~~Cut off annually. Destroy after close of the official's tenure in office.~~ Destroy at the end of the fiscal year in which tenure closes.
  - b. **Rejected**  
Disposition: **Temporary.** ~~Cut off annually. Destroy when two years old. Cut off at the end of the calendar year in which received.~~ Destroy when two years old.
4. **Assistant Secretary's Reading Files.** Contains copies of outgoing Documents signed by the Assistant Secretary or prepared by the Office of the Assistant Secretary.  
(Supersedes NARA Job No. N1-439-85-1/Item 4)  
  
Disposition: **Temporary.** ~~Cut off annually. Destroy after close of the official's tenure in office or when no longer needed, whichever is sooner.~~ Destroy at the end of the fiscal year in which tenure closes.

SF-115 Attachment  
NARA Job No. N1-439-06-2

2

5. **Handwritten notes.** Substantive notes, related to agency policy, written by Assistant Secretary for Aging.

Disposition: **Permanent** – ~~Cut off annually. Transfer to National Archives after close of official's tenure in office.~~ Transfer to the National Archives at the end of the fiscal year in which tenure closes.

\*All records, including those that originate or are transmitted in electronic format, are hard copy.