REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only) JOB NUMBER N1-439-09-3
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received 7/1/09
1 FROM (Agency or establishment) **Department of Health and Human Services**	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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, Office of Preparedness and Response**	
4 NAME OF PERSON WITH WHOM TO CONFER: **Harry Posman** / 5 TELEPHONE: **202-357-3540**	DATE: 4/26/10 / 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_____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,

☑ **is not required** ☐ **is attached; or** ☐ **has been requested.**

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/25/09	Yvonne Wilson Yvonne R. Wilson	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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, Office of Preparedness and Response 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		

SF-115 Attachment

Administration on Aging
Office of the Assistant Secretary for Aging
Office of Preparedness and Response

1. Continuity of Operation Plan (COOP) Files.
Documents including emergency response plans and development and training plans that make up the AoA Continuity of Operation Plan.

Official Copy

Disposition: **Temporary**. Cut off at the end of the fiscal year when superseded or obsolete. Destroy 4 years after cutoff. (Supersedes N1-439-06-3, item 20)

2. Pandemic Flu Plan.
Details Agency pandemic preparedness actions and steps and outlines continuity-of-business plan.

Official Copy

Disposition: **Temporary**. Destroy when superseded or obsolete.

3. Emergency Operation Plan Playbook.
Outlines Agency key decisions, action steps and offices/personnel responsible for responding to a man-made or natural disaster affecting the Nation and/or the DC metropolitan area in order to continue essential functions and support HHS activities and the National Response Framework.

Official Copy

Disposition: **Temporary**. Destroy when superseded or obsolete.

4. Working Documents in support of Departmental reports.
Documents created in response to Departmental calls for information in relation to reports being created at the Departmental level.

Disposition: **Temporary**. Destroy 6 months after submission of the report or when no longer needed, whichever is sooner.

5. Working Files
Working copies of files associated with the Office of Preparedness and Response, such as intermediary documents developed in relation to the development of the AoA COOP, the Pandemic Flu Plan and the Emergency Operation Plan Playbook.

Disposition: **Temporary.** Destroy when no longer needed for administrative purposes.