

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
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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 GRS OR SUPERSEDED JOB CITATION	10.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.