### Request for Authority to Dispose of Records

**TO:** GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. **FROM (AGENCY OR ESTABLISHMENT):**
   - Department of Health, Education, and Welfare

2. **MAJOR SUBDIVISION:**
   - Social Security Administration

3. **MINOR SUBDIVISION:**
   - Office of Administration

4. **NAME OF PERSON WITH WHOM TO CONFER:**
   - Charles D. Smith
   - **TEL. EXT.:** 594-5770

5. **CERTIFICATE OF AGENCY REPRESENTATIVE:**
   - I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of ____ pages are proposed for disposal for the reason indicated: ("X" only one)

   - **A**. The records have ceased to have sufficient value to warrant further retention.
   - **B**. The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

   ![Signature](Signature of Agency Representative)

   **(Date):** 12-26-74

   **(Signature of Agency Representative):**

   **SSA Records Officer:**

   **(Title):**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. VISUAL GRAPHICS FILES</td>
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<tr>
<td>A. Graphics Job Control Records</td>
<td>These records are used in controlling the assignment and processing of visual graphics projects. Included is Form OAAD-119, Request for Graphics Service, or its equivalent. Destroy after 2 years.</td>
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<tr>
<td>B. Monthly Production Records</td>
<td>These records reflect the number of manhours expended by an employee during a given month in developing visual graphics materials. Included is Form CO-1263, Graphics Job Record, or its equivalent. The records are used in preparing the monthly activity report. Destroy after 1 year.</td>
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<tr>
<td>C. Graphics Reference Files</td>
<td>These files consist of copies of visual graphics materials retained for possible use in subsequent work products. Destroy when obsolete.</td>
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</tbody>
</table>

Four copies, including original, to be submitted to the National Archives and Records Service.