

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

47

LEAVE BLANK	
DATE RECEIVED <b>SEP 23 1976</b>	JOB NO.
DATE APPROVED <b>NC1 -</b>	<b>47-76-34</b>

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

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

2. MAJOR SUBDIVISION  
 Social Security Administration

3. MINOR SUBDIVISION  
 Office of Program Operations

4. NAME OF PERSON WITH WHOM TO CONFER  
 George S. Yamamura

5. TEL. EXT.  
 45770

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-4-76 *Janet B. Rhoads*  
 Date Archivist of the United States

6. 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.

9/13/76  
 (Date)

*Eugene J. Read, Jr.*  
 for **Russell O. Hess**  
 (Signature of Agency Representative)

**Dept. Records Mgt. Officer**  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>RECORD OF EMPLOYEES AUTHORIZED TO REVIEW BUREAU RECORDS, HEW, SSA</u></p> <p>A card file containing Forms CO-3777, Pledge Card (application form for employee badge), and CO-5672, Identification Badge (the individual employee identification badge), which are maintained by the Bureau of Data Processing. The information on the application form includes individual's name, date of signature and the assigned badge number. The badge itself provides information establishing an employee's identity, i.e., photo of the employee, signature of the employee, date of issuance, etc. Badges, when properly displayed, provide the employee with the authority to review confidential records maintained by the SSA Under Law.</p> <p>Destroy card and badge after individual's employment terminates, or when need or authority to assess bureau records ceases, or upon termination of use of the system of records, whichever is earlier.</p>		

*Copy to Agency 10-7-76*