

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Materiel Management

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

George S. Yamamura

594-5770

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>8/9/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Ernest R. Lardiere</u>	E. TITLE <u>SSA Records Officer</u>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
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RECORDS RETENTION AND DISPOSAL SCHEDULE

GRANT FILES

1. Official copies of grants including planning documents, Federal Register notices, memorandums, technical evaluation reports, periodic reports, financial advisory reports, budget negotiations, award notices, and similar records. The files are maintained on a fiscal year basis in grant number sequence.

Close out file upon completion of project period and upon completion of final audit (if required), hold 2 years, transfer to Federal Records Center. Destroy 4 years thereafter.

LEAVE BLANK	
JOB NO NC1 47 78 19	
DATE RECEIVED AUG 15 1978	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3309, the disposal request, including amendments, is approved except for items that are to be stamped "disposal not approved" or "withdawn" in column 12.	
<u>9-14-78</u> Date	<u>James B. Rhoads</u> Archivist of the United States

sent to NAW only 9-18-78 MA