

*Rec'd NCD 253978*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC 1 47 78 26</b>
DATE RECEIVED	<b>SEP 28 1978</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
OCT 4 1978	<i>James E. O'Neil</i> Date <u>ACTING</u> Archivist of the United States

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 Management and Administration**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

**Ernest P. Lardieri**

**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 4 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 <b>9/19/78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ernest P. Lardieri</i>	E. TITLE <i>SSA Records Officer</i>
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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
	<p align="center"><b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> <b>SUPPLY MANAGEMENT FILES</b></p> <p><b>1. Supply Activity Reporting Files</b></p> <p>Files consist of a report, General Services Administration (GSA) Form 1473, submitted annually to GSA to account for agency inventory and its value. Also included in these files are feeder data in computer output form utilized to prepare the report. Reporting information consists of value of inventory on hand and issued; value of inventory acquired; storage operations; and staffing levels.</p> <p><b>a. Report</b> Destroy 10 years after issuance date.</p> <p><b>b. Feeder Data</b> Destroy 5 years after issuance date of report.</p> <p><b>2. Update Summary Report</b></p> <p>A report which identifies any or all possible transactions against a supply item, e.g., order, receipt, issue, etc., during a processing group.</p> <p>Destroy 2 years after issuance date.</p> <p><i>MS sent to Agency 10-7-78 (16 items)</i></p>		

*Copy sent to NCF on 10/17/78 (CR)*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 4 2
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	<p><u>3. Backup Locator Listings</u></p> <p>Listings used to identify the specific location in the warehouse of stored items of supply. Information used in preparing listing is compiled and issued each cycle. (A cycle, for purposes of this instruction, is defined as a 4-month period.)</p> <p>Destroy the backup locator listing 1 year from date of issuance of listing.</p> <p><u>4. Item Locator Listings</u></p> <p>Listings which provide information for identifying and locating stock items which are stored in the warehouse facilities. Information contained in listing is used by personnel in order to identify and locate specific items.</p> <p>Destroy 6 months from date of issue.</p> <p><u>5. Spare Location Listing</u></p> <p>Listings of spare locations for storage receipts or overflow from other locations. Information contained in the listing is used by personnel in order to identify and locate specific items.</p> <p>Destroy 6 months from date of issue.</p> <p><u>6. Stock Status Listing</u></p> <p>A weekly listing of each supply item managed, its description, quantity available and on order, authorized user, demand data, and other information required by the Inventory Management Specialist.</p> <p>Destroy each weekly listing 6 months after issue. Destroy the last listing in the cycle for 2 years from date of issue. (A cycle, for purposes of this instruction, is defined as a 4-month period.)</p> <p><u>7. Office Sequence List</u></p> <p>A weekly list of all offices for which a requisition has been processed and supply action taken.</p> <p>Destroy 1 year after date of issue.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 4 3
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	<p>8. <u>Bureau Status Listing</u></p> <p>Monthly status listings which are tailored to indicate only the items for which a particular bureau has ordering responsibility.</p> <p>Destroy upon receipt of updated listing.</p> <p>9. <u>Master Office Record (MOR)</u></p> <p>Monthly printout of all shipping addresses of the SSA offices which the Supply Management Branch services. Offices are in order by office code number.</p> <p>Destroy monthly listing after 30 days from date of issuance. Destroy cyclical listings 2 years after issuance date.</p> <p>10. <u>Catalog Listing</u></p> <p>Listings identifying supply items and data necessary for the compilation or updating of the Supply Catalog. Lists are produced monthly and issued cumulatively every 4 months.</p> <p>Destroy monthly listing 30 days after receipt of updated listing. Destroy the last listing in the cycle for 2 years from date of issue.</p> <p>11. <u>Frequency of Call Listing</u></p> <p>Cyclic listing of all supply items listed in descending order by the number of requests processed for the item during the period.</p> <p>Destroy 1 year after date of issuance.</p> <p>12. <u>Customer Requisition Acknowledgment</u></p> <p>Weekly listing sent to each customer which indicates all machine processable items requisitioned. Shows the supply action taken on each individual item requested.</p> <p>Destroy 6 months after date of issue.</p> <p>13. <u>Forms Revision Alert Notice</u></p> <p>A document generated to notify the persons responsible for a form that the on-hand stock for a particular item</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 4  
4

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	<p>is approaching the reorder point.</p> <p>Destroy 6 months after date of issue.</p> <p>14. <u>Replenishment Listings</u></p> <p>Listings used to advise the warehouse of pick locations which will need to be refilled to support the pick batch that is being sent to the warehouse.</p> <p>Destroy 6 months after date of issue.</p> <p>15. <u>Value of Inventory - Common Expense and Other - Report</u></p> <p>A computer report of the value of end-of-month inventory, by responsible bureau, categorized as to sub-object class.</p> <p>Destroy 2 years after date of issue.</p>		