

Rud NCD 163480 14

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-47-80-23
DATE RECEIVED	September 22, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-9-80 <i>George E. Deal</i> Date acting 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 and Human Services

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Management, Budget, and Personnel.

4. NAME OF PERSON WITH WHOM TO CONFER
Ernest P. Lardieri

5. TEL EXT
FTS 934-5770

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9/11/80	<i>George E. Deal</i>	Department Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL INSTRUCTIONS</u> <u>MANAGEMENT, BUDGET, AND PERSONNEL FILES</u> <u>MANAGEMENT SERVICES FILES</u></p> <p><u>Requests for Maintenance Services</u></p> <p>Nonfiscal copies of request for building and equipment maintenance services, including forms SSA-6017, Requisition for Services; GSA-2957, Reimbursable Work Authorization; GSA-1897, Work Authorization; OAAD-1251, Request for Telephone Service; or their equivalents.</p> <p>1. <u>Form GSA-2957 and SSA-6017</u></p> <p>Cut off file at the end of the current fiscal year (FY).</p> <p>Destroy after 3 additional FY's retention.</p> <p>2. <u>Form GSA-1897 and OAAD-1251</u></p> <p>Destroy after 3 months.</p>	NC-47-76-12 item VI. K.	

4 items

Closed Out: 10-14-80 : K.T.D.
Copy sent to NNF & Agency

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;"><u>PROPERTY MANAGEMENT FILES</u></p> <p><u>Supply Management History Files</u></p> <p>Records documenting the printing and stocking history of a particular controlled or noncontrolled stock item, such as a form, envelope, or publication. Included are stock action notices, stock replenishment notices, copies of printing requisitions, samples of the item, and similar records.</p> <ol style="list-style-type: none"> 1. Destroy individual documents when superseded or obsolete. 2. Destroy all documents in the folder 5 years after the related item is removed from stock. 	<p>NC-47-76-10 item II.A.</p>	