

Rec'd NCD 17 Oct 80/14

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO | NCL-47-81-3 |
| DATE RECEIVED | October 27, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 11-6-80 Date | <i>P. W. K. May</i> 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 3 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 10-14-80 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> | E. TITLE 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><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>MANAGEMENT, BUDGET AND PERSONNEL FILES</u> <u>COMMUNICATIONS AND RECORDS MANAGEMENT FILES</u></p> <p>I. <u>Telecommunications Records</u></p> <p>A. <u>Form OAAD-1251, Request for Telephone Service</u></p> <p>Form used by Central Office (CO) components to submit requests for installation of telephone service, initiate system changes and to request additional telephone equipment and service. Information on the form consists of identification of the requestor, description of service desired and work completion information.</p> <p>Destroy when 2 years old.</p> <p>B. <u>Simplified Intra-Governmental Billing and Collection System (SIBAC)</u></p> <p>System designed to automatically effect the collection of General Service Administration (GSA) telephone service through the U.S. Treasury</p> | | |

115-107

SSA has concurred in all changes (S) 10/27/80

Closed Out: 11-10-80: R.T.D.

Copies sent to Agency & NNT

10 items

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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|---------------|--|---------------------------|---------------------|
| | <p>Department. This information is provided through computer readout forms or photocopies of same.</p> <p>Destroy when 3 years old.</p> <p>C. <u>Obligation Document Files</u></p> <p>Duplicate copies of obligation documents, invoices and GSA vouchers received from Office of Financial Resources (OFR) for a post review of ordered telephone equipment or systems. (Record copies of documents are maintained by OFR). Documents relating to the procurement of nonroutine and/or unique items including GSA approvals are retained in a field installation case file. Case files may include documentation, such as regional and field office telephone change orders; Forms SF-145, Order for Telephone Service; Form SSA-6021, Order for Telephone Service; commercial telephone invoices and GSA telephone vouchers (Form GSA-789, Statement, Voucher and Schedule of Withdrawals and Credits.)</p> <p><u>Documentation Relating to Non-Routine Actions</u></p> <p>File in case file. Review case files at least annually and destroy documentation without continuing value.</p> <p><u>Other Documents</u></p> <p>Destroy upon completion of review.</p> <p>D. <u>Teleservice Center (TSC)</u> <u>Comparative Weekly Performance Report or TSC Report</u></p> <p>Source documents submitted weekly by TSCs to report quantitative data on TSC service performance and telephone facilities.</p> <p>Destroy when 2 years old.</p> <p>II. <u>Inventory Files</u></p> <p>A. <u>Quarterly Toll-Free Calling Report</u></p> <p>Management report soliciting data from regional offices to furnish current information on the actual number of installed Wide Area Telecommunications</p> | | |

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| III. | <p>Service lines.</p> <p>Destroy when 2 years old.</p> <p>B. <u>Form GSA-2830, Individual Terminal Usage of Federal Telecommunications System (FTS) Intercity Voice Network Data Transmission</u></p> <p>A report, required by GSA, on quarterly data usage for all terminals connected to the FTS voice network.</p> <p><i>Destroy when 2 years old.</i></p> <p><u>Employee Locator Records</u></p> <p>A. <u>Form SSA-4033, Employee Locator Record</u></p> <p>1. Yellow copy - A source document for maintaining current location of employees and for publication of the SSA Telephone Directory. Information is also generated for use by Employee Health Services, Computer Information Center, mail service and the Employees' Union.</p> <p>Destroy after name appears on the computerized directory listing for SSA and non-SSA employees.</p> <p>2. Blue copy - A card placed in a temporary file in the CO telephone room for use by the switchboard operators.</p> <p>Destroy after name appears on the computerized directory listing for SSA and non-SSA employees.</p> <p>B. <u>Employee Locator File Listings</u></p> <p>Various listing generated on a bi-weekly, monthly, or quarterly basis.</p> <p>Destroy upon receipt of next comparable listing.</p> <p>C. <u>Form OAR-1060D (brown punch card)</u></p> <p>Information on this card is punched from a listing of special names and used for preparation of the SSA Telephone Directory. The input cards are compared to the transaction listing to assure that each name was processed.</p> <p>Destroy after names have been verified as correct.</p> | | |