INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-81-10

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by GRS 5.5, item 010 (DAA-GRS-2016-0012-0001)
Item 2 was superseded by GRS 5.5, item 010 (DAA-GRS-2016-0012-0001)
Agency concurred with GRS supersessions per email 12/10/2021.

Date Reported: 12/28/2021
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 and Human Services

2 MAJOR SUBDIVISION
   Social Security Administration

3 MINOR SUBDIVISION
   OMBP: Office of Material Resources

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

5 TEL. EXT
   45770

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.

☒ ☐ Request for disposal after a specified period of time or request for permanent retention

C DATE
4-17-81

D SIGNATURE OF AGENCY REPRESENTATIVE
George E. Deal

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

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COMMUNICATIONS SYSTEMS MANAGEMENT FILES</td>
</tr>
<tr>
<td></td>
<td>Telephone Credit Card Records</td>
</tr>
</tbody>
</table>

Telephone credit cards are issued on a controlled basis to only those employees who have a need to place official long-distance calls to non-Government telephones while they are away from their office or installation connected to the Federal Telecommunications System (FTS). Credit card users must sign a record card at time of issuance. Information on record card consists of card holder signature and credit card identification.

Authorized Disposition

Remove and destroy record card when notified by requesting office that employee is no longer authorized to retain telephone credit card.

Closed Out: 9-2-81: K.T.D.

Copy to Agency
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Report of Message Unit Usage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A computer listing prepared monthly showing volume of local calls.</td>
<td></td>
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<tr>
<td></td>
<td>Disposition</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Destroy computer listings when 6 month's old.</td>
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</table>