

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

LEAVE BLANK	
JOB NO <i>NCI-47-81-10</i>	
DATE RECEIVED <i>April 23, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
AUG 28 1981 Date	<i>[Signature]</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  
 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.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4-17-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> George E. Deal	E. TITLE Department Records Management Officer
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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
<i>1.</i>	<p><u>COMMUNICATIONS SYSTEMS MANAGEMENT FILES</u></p> <p><u>Telephone Credit Card Records</u></p> <p>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.</p> <p><u>Authorized Disposition</u></p> <p>Remove and destroy record card when notified by requesting office that employee is no longer authorized to retain telephone credit card.</p>		<i>2 items</i>

*Closed Out: 9-2-81: K.T.I.  
 Copy to Agency*

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>Report of Message Unit Usage</u></p> <p>A computer listing prepared monthly showing volume of local calls.</p> <p><u>Disposition</u></p> <p>Destroy computer listings when 6 month's old.</p>		