TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
HHS

2. MAJOR SUBDIVISION  
SSA

3. MINOR SUBDIVISION  
Office of Central Operations

4. NAME OF PERSON WITH WHOM TO CONFER  
Ernest P. Lardieri  
5. TEL EXT  
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 [1] 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  
4-29-81

D. SIGNATURE OF AGENCY REPRESENTATIVE  
George F. Bedz

E. TITLE  
Department Records Management Officer

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

Records Retention and Disposal Schedule  
Office of Central Operations  
Requests for Social Security Number Expedited Handling

Requests received by the Office of Central Operations, OCO from District Offices requesting the expedited handling and issuance of an SSN. The request may be in the form of teletypes, SSA Data Acquisition and Retrieval System messages, form SSA-2466, ARS SSN Expedite Input form, or equivalent documents.

Destroy when 6 months old.

Closed Out: 9-9-81: EDW

Copies to NNF & Agency