INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-81-14

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Item 1 was superseded by GRS 4.2, item 020 (DAA-GRS-2015-0003-0002)
Item 2 was superseded by GRS 4.2, item 010 (DAA-GRS-2015-0003-0001)
Item 3 was superseded by GRS 5.2, item 010 (DAA-GRS-2017-0003-0001)
Agency concurred with GRS supersessions per email 12/10/2021.

Date Reported: 12/28/2021
### Records Retention and Disposal Schedule

**Management Service Files**

**Library Files**

**Online Computer Library Center Cataloging System**

A magnetic tape machine-readable system of records containing cataloging information for publications in SSA's library. These tapes are produced by the Online Computer Library Center (OCLC), a contractor, from information supplied by SSA. Types of records, which are received semi-annually by SSA from OCLC, consist of catalog cards (used for the library reference catalog) printouts and magnetic tapes. Information on the records may include name of publication or published work; author; catalog number; publisher's name, address and date; and descriptive information concerning the work. The magnetic tapes are now retained for future use for a proposed online cataloging system to be established as a machine-readable master file with periodic updates.

1. **Catalog Cards**

Remove and destroy when last copy of the work is

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**Stevens, J.**

Original Date: 6/22/81

**Comments:**

- **No magnetic data change**
- **Closed Out: 1-6-82**
- **Copy to Agency: N/A**
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>ACTION TAKEN</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>disposed of.</td>
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<tr>
<td>2.</td>
<td><strong>Printouts</strong></td>
<td></td>
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<tr>
<td></td>
<td>Destroy when 2 years old.</td>
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<td>3.</td>
<td><strong>Magnetic Tapes</strong></td>
<td></td>
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<tr>
<td>a.</td>
<td>Retain all tapes until entered into onsite master cataloging system, and then erase and return to blank stock.</td>
<td></td>
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<tr>
<td>b.</td>
<td>After online system is operational, erase and return tapes to blank stock three generations after update.</td>
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