

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

*7 June 82*

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

LEAVE BLANK	
JOB NO	NCl-47-82-11
DATE RECEIVED	June 4, 1982
NOTIFICATION TO AGENCY	
I am forwarding with the provisions of 44 U.S.C. 3303a the disposal request including amendments as approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>6-18-82</i>
Archivist of the United States	<i>Robert M. ...</i>

1. FROM (AGENCY OR ESTABLISHMENT)  
HHS

2 MAJOR SUBDIVISION  
SSA

3 MINOR SUBDIVISION  
Office of Management, Budget, and Personnel

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 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 6/1/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> Dr. 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
	<p align="center"><u>Communications Systems Management Files</u> <u>Inventory File</u></p> <p>1. <u>Telephone System Contracting Files</u></p> <p>Copies of contracts, prepared by vendors in seeking procurement of telephone systems for SSA offices. Included are successful and unsuccessful proposals, implementation documents, service information, and close-out information. The contract proposals provide technical information regarding the operation of the system and equipment and are of value as long as SSA continues to use the equipment. Record copies of contract documents are maintained by Division of Contracts and Grants Management, Office of Management, Budget, and Personnel.</p> <p>a. <u>Unsuccessful Proposal</u> Destroy when contract is awarded.</p> <p>b. <u>Successful Proposal and Related Contracting Documents</u> Destroy one year after system and equipment use is discontinued.</p> <p>Note: Transfer to the SSA Holding Area is authorized.</p>	<p><i>GR93</i> <i>Item 6A-D</i></p> <p><i>GRS3</i> <i>Item 4C</i></p>	

# INSTRUCTIONS

## General Instructions

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency's notification items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Entry SF-115 requires Comptroller General concurrence and to be accomplished by a notification of approval from CRAO.

## Specific Instructions

Entry 1, 2, and 3 should show what agency has custody of the records. Entry 1 is identified on the form and should contain the name of the department or independent agency, and its major and minor divisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 must be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e. 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively, i.e. 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

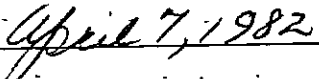
If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future action or event. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed or otherwise reproduced or recorded on a durable media, the retention period should read "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and adequate substitutes for the paper records." Also, the provisions of FPMR 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

  
SSA Records Officer

  
Date

**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
	<p>2. <u>Form SSA - 4643 - Facsimile Transmittal Sheet</u></p> <p>A form used for the transmission and reception routing requirements of the Headquarters Facsimile Transmission Center. Numerical information from the log is used for statistical purposes only.</p> <p><u>DISPOSITION</u></p> <p>Retain for 1 month, then destroy.</p>		