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 Management, Budget, and Personnel

4 NAME OF PERSON WITH WHOM TO CONFER  5 TEL EXT
Ernest P. Lardieri  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.

<table>
<thead>
<tr>
<th>C DATE</th>
<th>D SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/83</td>
<td>Dr. George Deal</td>
<td>Department Records Management Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Distribution Control Log</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form CO-1550, Distribution Control Record, or its equivalent. These files constitute a record of the receipt and distribution of legislative materials in the Distribution Management Branch. The log includes a description of the material, the originator and legislative date, number of copies received, dates received and released, and the status of the legislation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Destroy 30 days after the expiration of the Congress that originated the legislative material.</td>
<td></td>
</tr>
</tbody>
</table>

| 2. | Legislative Out File (Requests for Legislative Materials) |
|    | Log recording one-time requests for legislative materials from individuals or offices which are not on a mailing list or subscription file. The log shows type of request (phone or walk-in), date, requester identity, and material |

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
General Instructions

Instructions

Use the 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 for notification of items that are authorized for disposal. If withdrawn or not approved for disposal will be so marked.

SF 115 requires comptroller general concurrence must be

Sample Instructions

entries 1, 2, and 3 shall show what agency has custody of the

entries that are identified on the form and should contain the name

department or independent agency and its major and minor

subdivisions.

Entries 4 and 5 should help identify and locate the person to

whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the

department's representative. The number of pages involved in the request

should be inserted.

Box 8 should be checked if the records may be disposed of im

mediately. Box 10 should be checked if continuance disposal authority

is requested or if permanent retention is requested. Only one box may

be checked.

Entries 7 should contain the numbers of the items of records iden-

tified on the form in sequence 1, 2, 3, 4, etc.

Entries 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 in-

volved if they are other than textual records, for example, if they

are photographic records, sound recordings, or cartographic records.

An item by item and accurate identification should be provided of

the series of records that are proposed for disposal or retention.

Each entry should provide the largest practical grouping of separately

organized and distinct related materials that can be treated as a single

unit for purposes of disposal. Component parts of entries that can

be treated separately in a manner consistent as a whole shall be

recorded under a separate entry.

A statement shall be provided showing when disposal is to

be made of the records thus.

If immediate disposal is requested of a large amount of records the inclusive dates during which the records were produced

should be stated.

Continuation disposal is suggested for records that are accumu-

lated or will continue to accumulate in the retention period may be

expressed in terms of years, months, etc., or in terms of future

event or event. A future event is an event that will determine

the retention period must be objective and definite. If disposal of

the records is contingent upon their being microfilmed or otherwise

processed or recorded on another electronic media, the retention

period should reflect the time that the reproduction would be

made in accordance with GSA regulations and are adequate substitutes for the paper records. Also the provi-

sions of FPMR 1401-115 should be observed.

Entry 8 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 applicant. If an item has been previously

submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

[Signatures and dates]
requested. The log is used to track status of requests and to complete monthly Distribution Management Statistics, which are a part of a workload and production report.

Destroy 30 days after all actions to satisfy requester have been concluded or 30 days after monthly statistics have been reported, whichever is longer.

3. Distribution List Files

Form SSA-297, Request for Legislative Material, or its equivalent. This form is completed by individuals in order to be placed on the distribution list for legislative materials. The form shows the name, office, and address of the subscriber and the subject matter of the requested materials. The form must be completed, and a new list assembled, with each new Congress. The request is also used to establish the order level for legislative materials.

Destroy 60 days after the expiration of the Congress that originated the legislative material.