

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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
Ernest P. Lardieri

5. TEL EXT
594-5770

F.W.B.

LEAVE BLANK	
JOB NO NCL-47-83-7	
DATE RECEIVED 2-22-83	
NOTIFICATION TO AGENCY <small>According to 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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
3-7-83 <i>Date</i>	<i>John K. Wray</i> <i>Archivist of the United States</i>

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 _____ 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 2/15/83	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>Office of Management, Budget, and Personnel</u> <u>Office of Materiel Resources</u></p> <p><u>Update Summary Report</u></p> <p>A report which identifies any or all possible transactions against a supply item, e.g., order, receipt, issue, etc., during a processing group.</p> <p><u>Disposition:</u></p> <p>Destroy 1 year after issuance date.</p>	<p>OMBP.g: 40-2- G-1-i</p>	<p>1 item</p> <p><i>Intem</i></p>

*115-11
check
11/11/83
M*

Mass data change sheet not required.

Copy to agency, 3-11-83; [initials]