

**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>In accordance with 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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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<br><i>Date</i>  | <i>John H. Warr</i><br><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<br>2/15/83 | D SIGNATURE OF AGENCY REPRESENTATIVE<br><i>George E. Deal</i><br>Dr. George E. Deal | E TITLE<br>Department Records Management Officer |
|-------------------|---|--|

| 7<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO          | 10<br>ACTION TAKEN                 |
|--------------|---|------------------------------------|------------------------------------|
|              | <p align="center"><u>Office of Management, Budget, and Personnel</u><br/><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:<br/>40-2-<br/>G-1-i</p> | <p>1 item</p> <p><i>latter</i></p> |

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

Mass data change sheet not required.

*Copy to agency, 3-11-83; etc.*