

NARS V
3 MS
330

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

Originally signed 4/24/84

LEAVE BLANK	
JOB NO <i>NCI-47-84-10</i>	
DATE RECEIVED <i>9-16-84</i>	
NOTIFICATION TO AGENCY	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>023084</i> Date	<i>[Signature]</i> Archivist of the United States

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

OMB

4. NAME OF PERSON WITH WHOM TO CONFER

Olyn B. Thomas

5. TEL EXT-

594-5770

FWB

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 1 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 Re-signed 9/13/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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
<i>1</i>	<p><u>Express Mail Service Customer Receipts</u></p> <p>These are receipts for Express Mail services. The services are provided by the U.S. Postal Service and paid for through the Simplified Intragovernmental Billing and Collection (SIBAC) System. The receipts show the names and mailing addresses of the sender and the addressee; the customer number (if any); the post office of origin and the postal clerk's initials; return receipt service requested (if any); the weight of the package; and the postage and fees. <u>NOTE:</u> Receipts for Express Mail Services paid for in cash are retained in accordance with disposition instructions for imprest funds records.</p> <p><u>Disposition</u></p> <p>Destroy 6 years, 3 months after period covered by account.</p>		<i>1 item</i>

*To Agency
10/31/84 NY*

MASS DATA WORKSHEET REQUIRED