

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-81-10

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by GRS 5.5, item 010 (DAA-GRS-2016-0012-0001)

Item 2 was superseded by GRS 5.5, item 010 (DAA-GRS-2016-0012-0001)

Agency concurred with GRS supersessions per email 12/10/2021.

Date Reported: 12/28/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of Health and Human Services

2 MAJOR SUBDIVISION

Social Security Administration

3 MINOR SUBDIVISION

OMB; Office of Materiel Resources

4 NAME OF PERSON WITH WHOM TO CONFER

Ernest P. Lardieri

5 TEL EXT

45770

LEAVE BLANK	
JOB NO	
<u>NCI-47-81-10</u>	
DATE RECEIVED	
<u>April 23, 1981</u>	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
AUG 28 1981	<u>[Signature]</u> Archivist of the United States

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 1-2 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>4-17-81</u>	<u>George E. Deal</u>	<u>Department Records Management Officer</u>

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<u>1.</u>	<u>COMMUNICATIONS SYSTEMS MANAGEMENT FILES</u> <u>Telephone Credit Card Records</u> <p>Telephone credit cards are issued on a controlled basis to only those employees who have a need to place official long-distance calls to non-Government telephones while they are away from their office or installation connected to the Federal Telecommunications System (FTS). Credit card users must sign a record card at time of issuance. Information on record card consists of card holder signature and credit card identification.</p> <p><u>Authorized Disposition</u></p> <p>Remove and destroy record card when notified by requesting office that employee is no longer authorized to retain telephone credit card.</p>		

Closed Out: 9-2-81: K.T.D.
Copy to Agency

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
2.	<u>Report of Message Unit Usage</u> A computer listing prepared monthly showing volume of local calls. <u>Disposition</u> Destroy computer listings when 6 month's old.		