

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)
HHS

2. MAJOR SUBDIVISION
SSA

3. MINOR SUBDIVISION
Office of Central Operations

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

5. TEL. EXT
594-5770

LEAVE BLANK	
JOB NO. NCI-47-81-11	
DATE RECEIVED May 5, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-8-81 Date	Edward Uhelder Acting 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 **10** 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 4-29-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Dear</i>	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><u>Records Retention and Disposal Schedule</u> <u>Office of Central Operations</u> <u>Requests for Social Security Number Expedited Handling</u></p> <p>Requests received by the Office of Central Operations, OCO from District Offices requesting the expedited handling and issuance of an SSN. The request may be in the form of teletypes, SSA Data Acquisition and Retrieval System messages, form SSA-2466, ARS SSN Expedite Input form, or equivalent documents.</p> <p>Destroy when 6 months old.</p>		

*Closed Out: 9-9-81: R.T.D.
Copy to NNF & Agency*