

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
District and Branch Office

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

5. TEL. EXT
594-4770

LEAVE BLANK	
JOB NO	
NC1-47-81-18	
DATE RECEIVED	
July 23, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
AUG 27 1981 Date	<i>[Signature]</i> 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 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 7/16/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George E. Deal	E. TITLE Departmental Records Management Officer	
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>Records Retention and Disposal Schedule</u> <u>District and Branch Offices</u></p> <p><u>Requests for Financial Information</u></p> <p>SF-44, Purchase Order-Invoice-Voucher, or its equivalent, used to request financial information from financial institutions on a reimbursable basis. One copy of form SF-44 is retained by the district office, one copy is retained by the financial institution and two copies are forwarded to the Office of Financial Resources (OFR), Office of Management, Budget, and Personnel. Information consists of name of financial institution, name of claimant, costs involved and DO employee's signature showing request, authorization, and receipt of information. Record copies are maintained by OFR as purchase orders for General Accounting Office site audit purposes.</p> <p>Destroy when 1 year old.</p>		

Closed Out: 8-31-81: K.T.D.
Copy to Agency