

**\*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 Management, Budget, and Personnel

4. NAME OF PERSON WITH WHOM TO CONFER

Ernest P. Lardieri

5. TEL EXT

594-5770

JOB NO

NCL-17-83-5

DATE RECEIVED

2-7-83

NOTIFICATION TO AGENCY

I hereby certify that the records proposed for disposal in this Request are not now needed for the business of the agency or will not be needed after the retention periods specified.

3-7-83  
Date

*Robert H. Jones*  
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 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 2/1/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George 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
	<u>Records Retention and Disposal Schedule</u> <u>Management, Budget Personnel Files</u> <u>Printing and Publications Management Files</u> <u>Distribution Management Files</u> <u>Legislative Material - Distribution Control Files</u>		
1.	<u>1. Distribution Control Log</u> Form CO-1550, Distribution Control Record, or its equivalent. These files constitute a record of the receipt and distribution of legislative materials in the Distribution Management Branch. The log includes a description of the material, the originator and legislative date, number of copies received, dates received and released, and the status of the legislation.  Destroy 30 days after the expiration of the Congress that originated the legislative material.		
2.	<u>2. Legislative Out File (Requests for Legislative Materials)</u> Log recording one-time requests for legislative materials from individuals or offices which are not on a mailing list or subscription file. The log shows type of request (phone or walk-in), date, requester identity, and material		

3 items

11/11/83 DATA CHANGE SHEET NOT REQUIRED

NWP Copy to agency, 3-11-83; 88.

115-07  
changed  
3-1-83

# INSTRUCTIONS

## General Instructions

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division Office of Federal Records Centers National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. The SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

## Specific Instructions

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form and should contain the name of the Department or independent agency and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1, 2, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of particular portions of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period must be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed or otherwise reproduced or recorded on machine-readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

*Franco J. Kearney*  
DPUM Representative

*January 21, 1983*  
Date

*Ernest L. Luciani*  
SSA Records Officer

*January 28, 1983*  
Date

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p>requested. The log is used to track status of requests and to complete monthly Distribution Management Statistics, which are a part of a workload and production report.</p> <p>Destroy 30 days after all actions to satisfy requester have been concluded or 30 days after monthly statistics have been reported, whichever is longer.</p> <p><u>4. Distribution List Files</u></p> <p>Form SSA-297, Request for Legislative Material, or its equivalent. This form is completed by individuals in order to be placed on the distribution list for legislative materials. The form shows the name, office, and address of the subscriber and the subject matter of the requested materials. The form must be completed, and a new list assembled, with each new Congress. The request is also used to establish the order level for legislative materials.</p> <p>Destroy 60 days after the expiration of the Congress that originated the legislative material.</p>		