

**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

*F.W.B.*

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 \_\_\_\_\_ 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 2/15/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</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
	<u>Office of Management, Budget, and Personnel</u> <u>Office of Materiel Resources</u>  <u>Update Summary Report</u>  A report which identifies any or all possible transactions against a supply item, e.g., order, receipt, issue, etc., during a processing group.  <u>Disposition:</u>  Destroy 1 year after issuance date.	OMBP.g: 40-2- G-1-i	1 item <i>Intem</i>

LEAVE BLANK	
JOB NO  NCL-47-83-7	
DATE RECEIVED 2-22-83	
NOTIFICATION TO AGENCY  <small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be subject to disposal not approved, withdrawn in column 10</small>	
3-7-83 <i>Date</i>	<i>DeWick Warr</i> <i>Archivist of the United States</i>

Mass data change sheet not required.

*Copy to agency, 3-11-83; 88-*

*115-10  
Chronic  
11/11/83  
M*