

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 47

LEAVE BLANK	
DATE RECEIVED DEC 10 1974	JOB NO.
DATE APPROVED NC-	47-75-9

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Office of Administration

4 NAME OF PERSON WITH WHOM TO CONFER
Charles D. Smith

5 TEL. EXT.
594-5770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-26-74 *James B. Rhoads*
 Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12-4-74
 (Date)

Charles D. Smith
 (Signature of Agency Representative)

SSA Records Officer
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10 ACTION TAKEN
I.	<p><u>VISUAL GRAPHICS FILES</u></p> <p>A. <u>Graphics Job Control Records</u></p> <p>These records are used in controlling the assignment and processing of visual graphics projects. Included is Form OAAD-119, Request for Graphics Service, or its equivalent.</p> <p>Destroy after 2 years.</p> <p>B. <u>Monthly Production Records</u></p> <p>These records reflect the number of manhours expended by an employee during a given month in developing visual graphics materials. Included is Form CO-1263, Graphics Job Record, or its equivalent. The records are used in preparing the monthly activity report.</p> <p>Destroy after 1 year.</p> <p>C. <u>Graphics Reference Files</u></p> <p>These files consist of copies of visual graphics materials retained for possible use in subsequent work products.</p> <p>Destroy when obsolete.</p> <p><i>Copy to Agency 1/7/75</i></p>		