

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*Rev NCD 11 days 80/89*

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20498**

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JOB NO	NCL-47-80-17
DATE RECEIVED	August 14, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	8-25-80 <i>James S. O'Heilo</i> Acting Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
Health and Human Services

2. MAJOR SUBDIVISION  
Social Security Administration

3. MINOR SUBDIVISION  
Office of Management, Budget, and Personnel

4. NAME OF PERSON WITH WHOM TO CONFER  
Ernest Lardieri

5. TEL EXT  
 (FTS) 934-5770

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 7-30-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. O'Heilo</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>Electronic Data Processing (EDP) Pass Files</u>  <u>Records Retention and Disposal Schedule</u>  <u>Office of Management, Budget and Personnel</u>  <u>Management Services Files</u></p> <p>Files by employee name containing documentation related to the issue and use of EDP security passes (restricted building passes which allow entry to secure EDP areas). Documentation consists of Form SSA-3304, Application for Security Control Pass, or its equivalent, which includes personal identifying information, organization of the individual and reason for entry. Also included in the files are tally sheets, showing amount of pass usage, and any related records. Passes expire when employee has resigned, been reassigned, or no longer has need for the badge.</p> <p>Destroy 3 years after expiration..</p> <p><u>EDP Temporary Badge Files</u></p> <p>Files consisting of Form SSA-3860, Temporary Badge Workup Sheet, or its equivalent used to apply for and issue temporary badge to allow short-term admittance to EDP security areas. Information on the form SSA-3860 consists of individual identification information; individual's</p>		

*2 items*

**Request for Records Disposition Authority - Continuation**

JOB NO.

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2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>organizational designation; reason for entry; and badge number and authorization information.</p> <p>Destroy 6 months after expiration.</p>		