REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

	LEAVE BLANK
	JOB NO

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Systems

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

5. TEL EXT
934-5770

NC1-47-81-1

DATE RECEIVED
October 27, 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 including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-3-80 *Date*   *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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10-14-80	George E. Dean	Department Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>Form SSA-1405, Transmittal of Magnetic Data, or Its Equivalent</u> Form SSA-1405, Transmittal of Magnetic Data, or its equivalent used to record the transmittal of magnetic data records (tapes, discs, etc.) between SSA buildings. Information on the form consists of designation and receiving information. Copies are maintained by any component or individual handling the records as they are moved. Close off file at the end of each month. Destroy 30 days thereafter.		

1 item

Closed Out: 11-4-80: K.T.D.
Copies Sent to NNR & NNF