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)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
OMBP; Office of Materiel Resources

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

5. TEL. EXT
45770

LEAVE BLANK

JOB NO

NCI-47-81-10

DATE RECEIVED
April 23, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

AUG 2 8 1981

Date — *Archivist of the United States*

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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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4-17-81	George E. Deal	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
1.	**5. COMMUNICATIONS SYSTEMS MANAGEMENT FILES** <u>Telephone Credit Card Records</u> Telephone credit cards are issued on a controlled basis to only those employees who have a need to place official long-distance calls to non-Government telephones while they are away from their office or installation connected to the Federal Telecommunications System (FTS). Credit card users must sign a record card at time of issuance. Information on record card consists of card holder signature and credit card identification. <u>Authorized Disposition</u> Remove and destroy record card when notified by requesting office that employee is no longer authorized to retain telephone credit card.		2 items

Closed Out: 9-2-81: (T.D.).
Copy to Agency

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for·Records Disposition Authority — Continuation		JOB NO.	PAGE OF 2 of 2
7. ITEM NO.	**8. DESCRIPTION OF ITEM** (With Inclusive Dates or Retention Periods)	**9.** SAMPLE OR JOB NO.	**10.** ACTION TAKEN
2.	<u>Report of Message Unit Usage</u> A computer listing prepared monthly showing volume of local calls. <u>Disposition</u> Destroy computer listings when 6 month's old.		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115–A
Revised July 1974
Prescribed by General Services
Administration