

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

LEAVE BLANK	
JOB NO	
NCL-47-81-14	
DATE RECEIVED	
June 26, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-4-82 <i>Date</i>	<i>John M. [Signature]</i> <i>Archivist of the United States</i>

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

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 6/22/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Dr. George E. Deal</i> Dr. George E. Deal	E. TITLE 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
	<p style="text-align: center;"><u>Records Retention and Disposal Schedule</u>  <u>Management Service Files</u>  <u>Library Files</u></p> <p><u>Online Computer Library Center Cataloging System</u></p> <p>A magnetic tape machine-readable system of records containing cataloging information for publications in SSA's library. These tapes are produced by the Online Computer Library Center (OCLC), a contractor, from information supplied by SSA. Types of records, which are received semi-annually by SSA from OCLC, consist of catalog cards (used for the library reference catalog) printouts and magnetic tapes. Information on the records may include name of publication or published work; author; catalog number; publisher's name, address and date; and descriptive information concerning the work. The magnetic tapes are now retained for future use for a proposed online cataloging system to be established as a machine-readable master file with periodic updates.</p> <p>1. <u>Catalog Cards</u></p> <p>Remove and destroy when last copy of the work is</p>		<b>4 items</b>

*No mass data change  
 Closed, Out: 1-6-82: K.T.A.*

**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
	<p>disposed of.</p> <p>2. <u>Printouts</u></p> <p>Destroy when 2 years old.</p> <p>3. <u>Magnetic Tapes</u></p> <p>a. Retain all tapes until entered into onsite master cataloging system, and then erase and return to blank stock.</p> <p>b. After online system is operational, erase and return tapes to blank stock three generations after update.</p>		