

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-47-87-3	DATE RECEIVED 3-19-87
1 FROM (Agency or establishment) Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Social Security Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Supplemental Security Income		4 NAME OF PERSON WITH WHOM TO CONFER William H. Jones	5 TELEPHONE EXT. DATE ARCHIVIST OF THE UNITED STATES FTS 6-23-87 934-5770 <i>Frank A. Burke</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 3/17/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Special Wage Reports for Supplemental Security Income Recipients</u></p> <p>A. <u>Sheltered Workshop Wage Reports</u></p> <p>The reports are used to verify actual monthly wages of SSI recipients and ensure that their monthly SSI checks are accurate (i.e., the payment amount is based on accurate wage data). The monthly and/or quarterly reports contain the Supplemental Security Income recipients' names, Social Security numbers and wage information. Depending upon the type of report, it may contain only the most recent data, or it may report cumulative data. The data is entered by the district office directly into the Supplemental Security Record as verified wage data. Because each report identifies and contains information on many recipients, privacy considerations prohibit individual reports being filed in the claims folders. The reports are retained in the DO as documentation of verified wages.</p>		<i>3 items</i>

Request for Records Disposition Authority - Continuation

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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><i>2,</i></p>	<p><u>Proposed Disposition</u></p> <p><i>a.</i> Destroy 90 days after the data has been entered into the Supplemental Security Record.</p> <p><i>b.</i> NOTE: Where sheltered workshops report cumulative data, prior reports may be destroyed upon receipt of the next report if there have been no changes (corrections) made to previously reported data.</p> <p><u>B. Pay Stubs</u></p> <p>These pay stubs are for SSI recipients or individuals from whom income is deemed. They are used to verify actual monthly wages of SSI recipients (or individuals from whom income is deemed), and ensure that the SSI recipient's monthly SSI check is accurate.</p> <p><u>Proposed Disposition</u></p> <p>Destroy 90 days after receipt unless there is an appeal in which case the records become a part of the claims file.</p>		