

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

10 items *RG 47*
 TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED DEC 10 1974	JOB NO.
DATE APPROVED NC -	47-75-11

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Office of Administration

4. NAME OF PERSON WITH WHOM TO CONFER
Charles D. Smith

5. TEL. EXT.
594-5770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-21-75 *Walter R. Roberts*
 Date *acting* Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12-5-74 (Date) *Charles D. Smith* (Signature of Agency Representative) SSA Records Officer (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
I.	<p><u>PUBLICATIONS MANAGEMENT FILES</u></p> <p>A. <u>Publications History Folders</u></p> <p>These folders contain documents relating to the development and printing of a particular Social Security Administration (SSA) or Department of Health, Education, and Welfare publication. Included are history sheets, copies of printing requisitions (Form SSA-100, SSA Printing Requisition), clearances, specifications, samples, and similar records.</p> <p>1. Remove and destroy documents relating to a previous printing of the publication when superseded by current material. Note: The history sheet will be retained until the folder is destroyed.</p> <p>2. Destroy the history folder 1 year after obsolescence or discontinuance of the publication.</p> <p>B. <u>Publications Number Registers</u></p> <p>These registers are used to control the assignment of publications numbers.</p> <p><i>Copy to Agency 1/24/75</i></p>		

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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
II.	<p>Destroy individual register sheets when all publications listed thereon are obsoleted or discontinued or when the information has been transferred to a new sheet.</p> <p>C. <u>Job Control Records</u></p> <p>These records are used in controlling the processing of publications printing requests. Included is Form CO-1010, Receipt and Control Log, or its equivalent.</p> <p>Place in an inactive file when all jobs listed on the document have been completed. Cut off inactive file at the close of the fiscal year and destroy 1 year thereafter.</p> <p><u>DISTRIBUTION MANAGEMENT FILES</u></p> <p>A. <u>Distribution List History Files</u></p> <p>These files consist of documents accumulated in the establishment and maintenance of publication distribution lists. Included are requests to establish a list, notices announcing the list, responses to the notices, samples of items being distributed, address labels, and related correspondence.</p> <p>Place in an inactive file upon cancellation or obsolescence of the list. Cut off inactive file at the close of the calendar year and destroy 2 years thereafter.</p> <p>B. <u>Subscription File</u></p> <p>This file contains a card for each subscriber to distribution controlled publications. The card gives the name and address of the subscriber and <u>the quantity of publications received by distribution list.</u> Included is Form CO-6040, Publications Received by Mailing, or its equivalent.</p> <p><u>Destroy when the subscriber no longer requests receipt of distribution controlled publications.</u></p>		

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<p>III.</p>	<p><u>C. Publication Distribution Records</u></p> <p>This file contains a card for each publication under distribution control. Included is Form SSA-6037, Publication Distribution Record; or its equivalent.</p> <p>Destroy upon obsolescence or discontinuance of the publication.</p> <p><u>PRINTING MANAGEMENT FILES</u></p> <p><u>A. Inhouse Job Files</u></p> <p>These files consist of copies of printing requisitions and work order tickets for printing jobs accomplished inhouse. Included are copies of Form SSA-100, SSA Printing Requisition, or its equivalent.</p> <p>Destroy 1 year after the close of the fiscal year in which the job is completed.</p> <p><u>B. GPO Job Files</u></p> <p>These files consist of documents relating to printing jobs accomplished through the Government Printing Office (GPO). Included are copies of printing requisitions and specifications, packaging and delivery instructions, samples of the completed product, delivery receipts, and similar records relating to the accomplishment of the job.</p> <p>Destroy 2 years after the close of the fiscal year in which the job is completed.</p> <p><u>C. Commercial Job Files</u></p> <p>These files consist of documents relating to printing jobs accomplished through a commercial printer. Included are bid memorandums; copies of printing specifications, including Form GPO-1026(a), Specifications for Marginally Punched Continuous Forms; printing requisitions, including Standard Form 147, Order for Supplies and Services;</p>		

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	<p>worksheets; packaging and delivery instructions; samples of the completed product; and similar records relating to the accomplishment of the job.</p> <p>Destroy 2 years after the close of the fiscal year in which the job is completed.</p>		