REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 47

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

LEAVE BLANK	
DATE RECEIVED **JAN 6 1975**	JOB NO.
DATE APPROVED	**NC - 47-75-13**

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.
45770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5.5-75
Date — 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. [X]

12-23-74
(Date)

(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.	SYSTEMS COORDINATION AND PLANNING FILES		

A. Systems Planning Files

These files consist of documents created in planning the design, complete redesign, or expansion of operating systems, administrative or management information systems, or subsystems thereof. Included are systems proposals, performance specifications, and related documents.

1. Office Responsible for Producing the Document

Approved System *(system which is implemented)*:
Permanent. Transfer to a Federal Records Center after complete redesign or termination of the system. Offer to the National Archives ~~10~~ 5 years thereafter.

Disapproved System:
Destroy after 5 years.

2. Office Responsible for Approving the Document

Operating System:
Destroy 3 years after disapproval, complete redesign, or termination of the system.

Administrative or Management Information System:
Destroy 1 year after disapproval or installation of the system.

Copy to WNRC + Agency 5/9/75

4/23/75 - Changes with approval of Bob Harvey (PC)

Standard Form No. 115-A
Revised November 1951
Prescribed by General Services Administration
GSA Reg 3-IV-106
115-202

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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
	3. Other Offices Destroy 1 year after disapproval, complete redesign, or termination of the system.		
	B. Systems Implementation Files These files consist of documents relating to the implementation of a system. Included are design specifications, EDP programs, forms and other documentation, EDP and non-EDP procedures, and related documents.		
	1. Office Responsible for Producing the Document Destroy after last erasable media file has been erased under appropriate authorization.		
	2. Other Offices Destroy 1 year after complete redesign or termination of the system.		
	C. Validation and Quality Control Files These files consist of documents relating to the validation of computer programs. Included are summaries of data, reports of validation results, and related documents. Destroy after program has been validated.		
	D. Installation Procedures and Schedules These files consist of procedures and schedules relating to the installation of a system. Included are plans and schedules regarding equipment installation, space redesign, training, and other operations required for the orderly installation of the system. Destroy 1 year after installation of the system.		

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	F. Technical Resources Files These files consist of documents relating to the procurement of the various technical resources required for the operation of a particular system such as hardware, software, peripherals, commercial systems, and remote terminals. Included are requests for resources, justification statements, comments, approvals, cost data, and related documents. (NOTE: Actual destruction of these records is temporarily prohibited by a continuing Federal Court order, issued in connection with a pending anti-trust suit.) 1. **Office Having SSA-wide Systems Planning Responsibility** Destroy 2 years after use of the particular technical resource is discontinued. 2. **Other Offices** Destroy after 2 years.		