

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED JUL 10 1975	JOB NO.
DATE APPROVED NC -	47-76-1

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Bureau of Hearings and Appeals

4. NAME OF PERSON WITH WHOM TO CONFER
George S. Yamamura

5. TEL. EXT.
45770

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 5503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-28-75 James E. O'Hill
 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.

6/17/75 (Date)

[Signature] (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
	<p><u>Records Retention and Disposal Schedule</u> <u>Bureau of Hearings and Appeals Field Offices</u></p> <p>I. <u>General Program Administration Records</u></p> <p>A. <u>Administrative Files</u></p> <p>Files created or maintained by most Bureau of Hearings and Appeals (BHA) field offices in the performance of their assigned functions.</p> <ol style="list-style-type: none"> Official file copies of outgoing correspondence relating to office functions. Comments on draft reports, studies, and proposals prepared by other offices. Contributions to and/or comments on proposed legislation. Suggestion evaluations. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, case disposition reports, and other reports prepared to submit narrative or statistical data to management offices. Included are copies of Forms HA-570, Administrative Law Judge's Monthly Report; HA-570.1, HA-570.2 BL, and HA-570.3, 		

Copy to Agency 9-2-75 (M)

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>Administrative Law Judge's Monthly Report on Expert Evidence Utilized; HA-571A, District Office Monthly Report of Hearing Requests Received; HA-614, Court Remand Status Report, or their equivalents. Record copies of these reports are retained by BHA headquarters.</p> <p>Destroy 2 years after the close of the calendar year in which dated.</p> <p><u>B. Working Files</u></p> <p>Nonessential working papers retained for reference purposes by staff members.</p> <p>Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p><u>II. Office of the Regional Chief Administrative Law Judge (ALJ)</u></p> <p><u>A. Hearing Decision Files</u></p> <p>Copies of hearing decisions which are received from hearing offices and reviewed by staff members for technical deficiencies. Included is Form HA-514d, Hearing Decision, or its equivalent. Record copies are retained in the hearing file.</p> <p>Destroy 90 days after completion of review.</p> <p><u>B. Hearing Transcript Files</u></p> <p>Copies of hearing transcripts which are received from hearing offices and retained for review by staff members. Included is a copy of Form HA-509, Hearing Transcript, or its equivalent. Record copies are retained in the hearing file.</p> <p>Destroy after 90 days.</p> <p><u>C. Hearing Office Survey Files</u></p> <p>Documents relating to periodic surveys of hearing office operations conducted by BHA regional office personnel. Included is the final survey report and related background material.</p> <p>Destroy 5 years after completion of the final survey report.</p>		

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	<p>III. <u>Development Center Files</u></p> <p>A. <u>Professional Qualifications Records</u></p> <p>Documents listing the qualifications of physicians under contract with SSA for the furnishing of professional services. The documents identify the physician's name, address, date of birth, medical education, year of license, medical specialities, type of practice, professional appointments, and other information. Included is Form HA-526, Professional Qualifications, or its equivalent. Record copies are retained by BHA headquarters.</p> <p>Destroy upon termination of the contract.</p> <p>B. <u>SSI Case Record Cards</u></p> <p>Pink copies of Form HA-617, SSI Case Record Card, or its equivalent. The card serves as a manual case control record and as a source document for the SSI case control system. It documents significant actions taken by the development center on a particular SSI claims case.</p> <p>Transfer to an inactive file upon release of the case. Destroy 2 years thereafter.</p> <p>C. <u>Development Center Coding Forms</u></p> <p>Form HA-619, SSI Development Center Coding, or its equivalent. The form is used by Data Review Technicians to key data into the SSI case control system. Also included are associated telex papers.</p> <p>Destroy after input has been verified and edits have been resolved.</p> <p>IV. <u>Hearing Office Files</u></p> <p>A. <u>Presiding Officer Files</u></p> <p>Files containing documents accumulated by the Presiding Officer in his review and adjudication of appealed claims cases. Record copies of these documents are retained in the hearing file. Presiding Officer files are retained in the field to facilitate the handling of the case on remand</p>		

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	<p>and the handling of post-review correspondence.</p> <p>Destroy 2 years after the case has been closed out.</p> <p>B. <u>Hearing Record Cards</u></p> <p>Cards used by the hearing office to record significant actions taken in the review and adjudication of appealed claims cases. The cards reflect such information as the name of the person assigned to the case, the date of assignment, as well as the type of disposition made and the date thereof.</p> <p>1. <u>Pink Copy</u></p> <p>Transfer to the Presiding Officer File after the case has been closed out. Destroy in accordance with item IV.A. above.</p> <p>2. <u>Blue Copy</u></p> <p>Transfer to an inactive file after the case has been closed out. Review file annually and destroy those forms relating to cases processed 5 or more years earlier.</p> <p>C. <u>Medical Advisor and Vocational Expert Files</u></p> <p>Documents relating to medical advisors and vocational experts under contract with SSA for the furnishing of professional services. Included is a copy of the contract, qualifications summaries (form HA-526), contractor's invoices (form HA-590), and miscellaneous correspondence. Record copies of these documents are retained by BHA headquarters.</p> <p>Destroy 1 year after termination of the contract.</p> <p>D. <u>Log of Requests for Hearings Received</u></p> <p>Documents used to record the receipt of requests for hearing in the hearing office.</p> <p>Destroy after 2 years.</p>		