

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

PG 47

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

LEAVE BLANK	
DATE RECEIVED JUL 21 1975	JOB NO.
DATE APPROVED NC-	47-76-5

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

2. MAJOR SUBDIVISION
 Social Security Administration

3. MINOR SUBDIVISION
 Office of Management and Administration

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. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-5-75 *James B. [Signature]*
 Date [Signature]

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.

7/2/75 (Date)

George S. Yamamura (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 align="center"><u>Records Retention and Disposal Schedule</u> <u>Management Services Files</u></p> <p>A. <u>Employee Identification Card Files</u></p> <p>Identification cards issued to all SSA full-time, part-time, and temporary employees and certain non-employees (vendors, contractors, students, etc.) for use in gaining admission to SSA buildings. The cards contain a photograph of the person and name, social security number, and other identifying information. Included are application forms SSA-364 and SSA-364a, SSA Building Pass; SSA-1860, Request for Replacement of Photopass; or their equivalents.</p> <p>1. <u>Employee Identification Cards</u></p> <p>Destroy 1 year after separation of the employee from SSA.</p> <p>2. <u>Form SSA-364</u></p> <p>Destroy upon separation of the employee from SSA.</p> <p>3. <u>Form SSA-364a</u></p> <p>Destroy once the student has completed class in the building or the vendor or contractor has completed work.</p>		

Copy to Agency 8-7-75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>4. <u>Form SSA-1860</u></p> <p>Destroy once the identification card has been issued.</p> <p>B. <u>Motor Vehicle Operator Files</u></p> <p>Applications for Government motor vehicle operator's cards and related documents, such as physical fitness inquiry forms and reports received from the motor vehicle administration. The documents contain name, social security number, date and place of birth, physical fitness, accident, and drivers license information. Included are Forms HEW-101, Application for Motor Vehicle Operator's Card; SF-47, Physical Fitness Inquiry for Motor Vehicle Operator; or their equivalents.</p> <p>1. <u>Form HEW-101</u></p> <p>Destroy 2 years after expiration of motor vehicle operator's card.</p> <p>2. <u>Other Documents</u></p> <p>Destroy when superseded.</p> <p>C. <u>General Criminal Investigation Files</u></p> <p>Documents accumulated during the course of investigations of suspected violations of Federal and State criminal statutes occurring on SSA property. The documents may eventually be forwarded to Federal or State authorities for use in a criminal prosecution. Included are Forms SSA-3053, Informal Investigative Records; SSA-3054, Complaint Record; SSA-3055, Report of Investigation; or their equivalents. Also included are index cards.</p> <p>Destroy 7 years after final action on the case.</p> <p>D. <u>Parking Assignment and Recordkeeping Files</u></p> <p>Motor vehicle registration documents completed by employees and non-employees to obtain a parking assignment at an SSA building. The documents contain name, license tag number, make and year of vehicle,</p>		

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	<p>assignment, working hours, building location, and timekeeper number information. Included are Forms SSA-391, Vehicle Registration and/or Application for Parking Permit; CO-1174, Application for Carpool Parking Assignment; or their equivalents.</p> <ol style="list-style-type: none">1. <u>Form SSA-391</u> Destroy after next subsequent motor vehicle registration.2. <u>Form CO-1174</u> Destroy 1 year after termination of assignment. <p>E. <u>Court Docket and Card Files</u></p> <p>Docket sheets and file cards maintained for each violation of Federal criminal statutes (occurring on SSA property) which results in trial in U.S. District Court. The docket sheets identify the name of the violator, vehicle tag number (if applicable), date of offense, violation, fine, officer's name, and number of violation notice. Court docket file cards contain the name of the violator, court docket date, page number, and case disposition information.</p> <ol style="list-style-type: none">1. <u>Docket Sheets</u> Destroy after 2 years.2. <u>Card Files</u> Destroy after 1 year unless the violator has committed a subsequent offense, in which case retain until the violator has had a clean record for a full 1 year period.		