

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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 47-76-6

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of the Commissioner

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-11-75 *James B. Rhoads*
 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.

7/9/75 (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 style="text-align: center;"><u>Records Retention and Disposal Schedule</u> <u>Office of the Commissioner</u></p> <p>A. <u>Commissioner's Decision Files</u></p> <p>Official file copies of formal policy decisions rendered by the Commissioner of Social Security (formerly the Executive Director, Social Security Board) on issues submitted by the SSA bureaus and offices for top-level resolution. The files date from the inception of the social security program (1935). Included in the file is the printed decision, a copy of the incoming submittal, comments from interested SSA components, and related background material.</p> <p>Permanent. Offer to the National Archives ^{within 30 years} 50 years after the close of the calendar year in which dated, unless further retention by SSA is necessary.</p> <p>B. <u>Official Correspondence Files for administrative purposes.</u></p> <p>Official file copies of correspondence originating from the Office of the Commissioner and associated background material (copies of incoming material, comments, drafts, etc.). Included are see below memorandums. Also included are documents submitted for the Commissioner's review and/or approval together with notes or comments to the file made by the Commissioner.</p>		

(pk) 8/6/75 - Change with approval of Jane Pileggi of Commissioner's office and Dr. Bortz, Historian.

Copy to Agency & NCW 8-14-75 AW

Four copies, including original, to be submitted to the National Archives and Records Service

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>Permanent. Transfer to the FRC 5 years after the close of the calendar year in which dated. Offer to the National Archives 20 years thereafter.</p> <p>C. <u>Minutes of Executive Staff Meetings</u></p> <p>Minutes of meetings of the executive staff of the Social Security Administration. The executive staff is composed of the Commissioner, the Deputy Commissioner, and the heads of the various SSA bureaus and offices.</p> <p>Permanent. Transfer to the FRC 5 years after the close of the calendar year in which dated. Offer to the National Archives 10 years thereafter.</p> <p>D. <u>Correspondence Control Logs</u></p> <p>Logs reflecting the assignment and disposition of incoming controlled correspondence.</p> <p>Close out log at the end of the calendar year and destroy 5 years thereafter.</p>		