

**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 <b>JUL 21 1975</b>	JOB NO.
DATE APPROVED	<b>NC- 47-76-7</b>

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

2. MAJOR SUBDIVISION  
 Social Security Administration

3. MINOR SUBDIVISION  
 Bureau of Data Processing

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-11-75 *James B. Hood*  
 Date *James B. Hood*  
 Director of the United States Archives

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.

7/10/75 (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><u>Social Security Number Application Records</u></p> <p>Records prepared by individuals in applying to the Social Security Administration for a social security number or for a social security card that has been lost. The records date from 1936 to October 30, 1972. Included are approximately 300,000,000 documents, consisting of Forms SS-5, Application for Social Security Number; OAA-7003, Request for Change in Social Security Records; OA-C790, Request for E/R Action; OA-D840, Request for Earnings Record--Disability; or their equivalents. These forms are being microfilmed and converted to magnetic tape by a keying and verifying operation. The magnetic tape record will contain reference number, social security number, and personal identifying information.</p> <p><u>Hard Copy Records</u></p> <p>Place in a holding file after completion of micro-filming and taping operations. Destroy after all possible exceptions and special actions have been processed.</p> <p>Note: Excluded from this Schedule are application records accumulated after October 30, 1972. These records are covered under Archives Job Number NN-172-110. The retention requirements of 172-110 are presently being reevaluated in view of legislation which may require extended retention of the hard copy records accumulated after October 30, 1972.</p>		

*Copy to Agency 8-14-75*