

**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 AUG 29 1975	JOB NO.
DATE APPROVED NC -	47-76-12

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. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-29-75
 Date James R. Rhoads
 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.

8/12/75 (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
I.	<p><u>Records Retention and Disposal Schedule</u> <u>Management Services Files</u></p> <p><u>GENERAL ADMINISTRATIVE FILES</u></p> <p>A. <u>Instruction Files</u></p> <p>Manuals, directives, handbooks, and other formal policy and procedural issuances prepared and published by components of the Office of Management and Administration (OMA). Included are Administrative Directives System issuances and similar material.</p> <p>1. <u>Office Responsible for Preparation</u></p> <p>Permanent. Transfer to the Federal Records Center (FRC) at the close of the calendar year in which superseded or discontinued. Offer to the National Archives 10 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when superseded or discontinued.</p> <p>B. <u>Instructions Background Files</u></p> <p>Records accumulated in the preparation, clearance, and publication of manuals, directives, handbooks, and other formal policy and procedural issuances. Included are studies, clearance comments, recommenda-</p>		

Copies to Agency & NCW
 10-31-75 (initials)

9/30/75 - Changes with approval of Charlotte Whitehead (SSA) (12)

INSTRUCTIONS

General Instructions: Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

Specific Instructions:

Entries 1, 2, and 3 should show *what* agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to *whom* inquiries regarding the records should be directed.

Entry 6 should show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

Box A should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

Box B should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3-IV-105; and the completed form thus marked is a schedule.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate *what office's records* are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the *types of records* involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the *series of records* that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing *when* the records were produced or *when* disposal is to be made of the records, thus:

If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

Entry 9 should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

Entry 10 should be left blank.

Anne K. Lyburn

Records Liaison Officer, Management Services Branch

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	<p>tions, and similar records which provide a basis for publication or contribute to the content of the issuance.</p> <p>1. <u>Office Responsible for Preparation of the Issuance</u> Retain in accordance with item 1.A.1. above. <i>Destroy when superseded or obsolete. Do not mail to FCC.</i></p> <p>2. <u>Other Offices</u> Destroy 2 years after the close of the calendar year in which dated.</p> <p>C. <u>Administrative Files</u> Files created by most OMA offices in the performance of their assigned functions.</p> <p>1. Official file copies of outgoing correspondence relating to office functions.</p> <p>2. Comments on draft reports, studies, and proposals prepared by other offices.</p> <p>3. Contributions to and/or comments on proposed legislation.</p> <p>4. Suggestion evaluations.</p> <p>5. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, and other reports prepared to submit data to management offices. Excluded are reports specifically identified elsewhere in this schedule.</p> <p>Destroy 2 years after the close of the calendar year in which dated.</p> <p>D. <u>Working Files</u> 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>		

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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
II.	<p><u>AUDIO-VISUAL FILES</u></p> <p><u>A. Film/Slide Files</u></p> <p>Motion picture films, slides, and intermediate materials prepared for public information, training, or employee communications use. Included are the original prints of approximately 150 motion picture films, copies of which have been distributed to SSA headquarters and field components. Among other subjects, the films deal with SSA's history, functions, and organizational structure, and with aspects of social security programs and laws.</p> <p>1. <u>Audio-Visual Staff</u></p> <p>Retain permanently a record set of slides for each program, the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus sound track, and a sound projection print for each motion picture film. Offer to the National Archives when use is discontinued or the program is obsolete or after 5 years, whichever occurs first, unless needed for administrative purposes.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when use is discontinued or when obsolete.</p> <p><u>B. Film Sound Tracks</u></p> <p>Tape recordings of film sound tracks used in making minor revisions to the sound tracks.</p> <p>Destroy when use of film is discontinued.</p> <p><u>C. Script Files</u></p> <p>Scripts containing the narrative portions of films and slide series.</p> <p>1. <u>Audio-Visual Staff</u></p> <p>Retain scripts relating to slide series and motion pictures in accordance with item II.A.1 above.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when superseded or obsolete.</p>		

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II.	<p><u>AUDIO-VISUAL FILES</u></p> <p>A. <u>Film/Slide Files</u></p> <p>Motion picture films and slides prepared for public information, training, or employee communications use. Included are the original prints of approximately 150 motion picture films, copies of which have been distributed to SSA headquarters and field components. Among other subjects, the films deal with SSA's history, functions, and organizational structure and with aspects of social security programs and laws.</p> <p>1. <u>Audio-Visual Staff</u></p> <p>Retain the original print of each film and slide series permanently. Offer to the National Archives when use is discontinued or when obsolete.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when use is discontinued or when obsolete.</p> <p>B. <u>Film Sound Tracks</u></p> <p>Tape recordings of film sound tracks used in making minor revisions to the sound tracks.</p> <p>Destroy when use of film is discontinued.</p> <p>C. <u>Script Files</u></p> <p>Scripts containing the narrative portions of films and slide series.</p> <p>1. <u>Audio-Visual Staff</u></p> <p>Retain scripts relating to slide series in accordance with item II.A.1. above. Destroy scripts relating to motion picture films when use of the film is discontinued.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when superseded or obsolete.</p>		

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	<p>D. <u>Record Library</u></p> <p>Recordings of sound effects used in the preparation of motion picture films.</p> <p>Destroy when obsolete.</p> <p>E. <u>Production Control Records</u></p> <p>Documents recording significant actions taken in the production of motion picture films and slides. The documents are used for production control purposes. Included is Form CO-1765, Film Projects Production Control, or its equivalent.</p> <p>Place in an inactive file upon completion of production and destroy 2 years thereafter.</p> <p>F. <u>Talent Files</u></p> <p>Resumes, pictures, tape recordings, and other material for radio/television personalities whose services are used in the production of motion picture films or slides. The files are retained for reference when the need for professional talent arises.</p> <p>Destroy when superseded or obsolete.</p>		
III.	<p><u>PROTECTIVE SECURITY FILES</u></p> <p>A. <u>Fire Drill/Civil Defense Exercise Files</u></p> <p>Documents relating to various test exercises conducted to determine the effectiveness of fire or civil defense plans, procedures, and equipment. Included are test announcements, instructions to monitoring personnel, fire drill evaluation reports, and similar records.</p> <p>Destroy after 2 years.</p> <p>B. <u>Reports of Bomb Threats and False Alarms</u></p> <p>Reports of bomb threats received and false alarms entered in SSA headquarters and field facilities. The reports are retained for investigative purposes.</p> <p>Destroy after 5 years.</p>		

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	<p>C. <u>Reports of Lost or Stolen Property</u></p> <p>Reports of lost or stolen property received from each SSA bureau/office and consolidated summary reports prepared therefrom. The reports describe the property, give its value, and provide details regarding the circumstances of the loss or theft. Included is Form GSA-182, Report of Loss or Theft, or its equivalent.</p> <p>1. <u>Bureau/Office Reports (GSA-182)</u></p> <p>Destroy after 1 year.</p> <p>2. <u>Consolidated Summary Reports</u></p> <p>Destroy after 3 years.</p> <p>D. <u>Physical Security Survey Reports</u></p> <p>Reports containing observations on protective security factors (e.g., existing security manpower and equipment, security experience, etc.) in a particular SSA installation and recommendations for resolving any risks. The reports are used in evaluating SSA's protective security needs. Included is Form SSA-4000, Protective Security Questionnaire, or its equivalent.</p> <p>Destroy after 3 years.</p> <p>E. <u>Criminal Incident Reports</u></p> <p>Reports prepared to notify appropriate SSA officials of suspected serious crimes occurring on Government property. The reports are prepared whenever action by Federal or local law enforcement agencies is required. Included is Form SSA-3114, Criminal Incident Alert, or its equivalent.</p> <p>Destroy after 5 years.</p> <p>F. <u>Civil Defense Training Files</u></p> <p>Listings of civil defense courses completed by SSA employees. Included is Form CO-1722, SSA Office of Civil Defense Attendance Record, or its equivalent.</p> <p>Destroy upon separation of the employee from SSA.</p>		

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IV.	<p><u>TRANSPORTATION FILES</u></p> <p>A. <u>Accident Reports</u></p> <p>Retained copies of motor vehicle accident reports, originals of which are retained by the SSA Tort Claims Officer. Included are Standard Form (SF) 91, Operator's Report of Motor Vehicle Accident; SF-91A, Investigation Report of Motor Vehicle Accident; and similar or equivalent records.</p> <p>Destroy after 2 years.</p> <p>B. <u>Monthly Mileage Reports</u></p> <p>Monthly report on manhours used, trips made, passengers carried and/or miles travelled in providing shuttle, U-Drive-It, chauffeured, trucking, and other transportation services.</p> <p>Destroy after 2 years.</p> <p>C. <u>Daily Automotive Vehicle Reports</u></p> <p>Records documenting the use of motor vehicles by SSA employees. The records contain employee name, mileage, time in/time out, and other information.</p> <p>Destroy after 1 year.</p>		
V.	<p><u>LIBRARY SERVICES FILES</u></p> <p>A. <u>Library Item Acquisition Files</u></p> <p>Documents created in procuring books, periodicals, and other publications for the SSA Library. Included are retained copies of Form SSA-1830, Publications Order, or its equivalent.</p> <p>Cut off file at the close of the fiscal year, hold 3 years, and then destroy.</p> <p>B. <u>Shelf Listings</u></p> <p>Cards for each item in the SSA Library arranged in the order in which the items appear on the shelf. The cards reflect the title, author, and classification number of the item.</p>		

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VI.	<p>Destroy once the item has permanently been removed from the Library collection.</p> <p>C. <u>Library Notes</u></p> <p>Publication distributed to SSA employees listing recent acquisitions of the SSA Library.</p> <p>1. <u>SSA Library</u></p> <p>Destroy bound volumes when no longer needed for reference. Destroy extra copies after 1 year.</p> <p>2. <u>Other Offices</u></p> <p>Destroy upon receipt of subsequent issuance or when no longer needed for reference.</p> <p>D. <u>Periodical Receipt Control Forms</u></p> <p>Form CO-0875, Periodical Receipt Control, or its equivalent. The forms are used to record receipt of periodicals to which the SSA Library subscribes and to detect and make claims for missing issues. They serve as an inventory of periodicals in the Library.</p> <p>Destroy once the issues have permanently been removed from the Library collection.</p> <p>E. <u>Legislative Inventory Cards</u></p> <p>Form CO-0143, Legislative Inventory Card, or its equivalent. The forms are used to keep an inventory of legislative materials in the SSA Library and to record special requests therefor.</p> <p>Destroy once the item has permanently been removed from the Library collection.</p> <p><u>FACILITIES MANAGEMENT FILES</u></p> <p>A. <u>Employee Report of Food Service</u></p> <p>Forms completed by SSA employees to make complaints, comments, or recommendations regarding the food service at SSA. Included is Form CO-1960, Employee Report of Food Service, or its equivalent. A copy of the form is forwarded to the cafeteria manager for reply.</p>		

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	<p>1. <u>Suspense Copies</u></p> <p>Destroy upon receipt of copy containing manager's reply.</p> <p>2. <u>Retained Copies</u></p> <p>Destroy after 1 year.</p> <p>B. <u>Food Service Contract Files</u></p> <p>Copies of contracts between the General Services Administration (GSA) and food service companies for servicing of SSA facilities. Included are modifications and related correspondence. Record copies are retained by GSA.</p> <p>Destroy 1 year after termination of the contract.</p> <p>C. <u>Monthly Financial Statements</u></p> <p>Financial statements of food service companies servicing SSA detailing revenues and expenditures for SSA operations.</p> <p>Destroy after 1 year.</p> <p>D. <u>Cafeteria Renovation Project Files</u></p> <p>Files relating to renovation projects undertaken in SSA cafeterias. Included are copies of project plans and contracts, progress reports, and related correspondence.</p> <p>Destroy 1 year after completion or cancellation of the project.</p> <p>E. <u>Parking Assignment Listings</u></p> <p>Computer listings of persons who have registered a motor vehicle and have received a parking assignment at an SSA building. The listings are used for assignment control purposes and are updated monthly. Included are listings by name and by license tag number.</p> <p>1. <u>Master Listing</u></p> <p>Destroy after next subsequent motor vehicle</p>		

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	<p>registration.</p> <p>2. <u>Monthly Listings</u></p> <p>Destroy upon receipt of updated listing.</p> <p>F. <u>Parking Suspension Listings</u></p> <p>Listings of persons whose parking assignments have been suspended. This data will eventually be included on the parking assignment listings (item VI.E. above) and the suspension listings will be discontinued.</p> <p>Destroy when superseded or discontinued.</p> <p>G. <u>Tour Sheets</u></p> <p>Records of special tours of SSA headquarters' facilities given to visiting groups or individuals. The records include the name of the group or individual, the tour time and date, the schedule and arrangements, and other details.</p> <p>Destroy after 2 years.</p> <p>H. <u>Tour Guide Files</u></p> <p>Files maintained on persons who serve as guides for regular and special tours of SSA headquarters' facilities. The files contain application forms, records of the number of tours conducted, and similar records.</p> <p>Destroy once person discontinues service as a tour guide.</p> <p>I. <u>Reports of Tour Activity</u></p> <p>Monthly and annual summary reports of the number of tours conducted, number of tour guides utilized, number of persons given tour, and similar data.</p> <p>1. <u>Monthly Reports</u></p> <p>Destroy upon completion of annual summary report.</p> <p>2. <u>Annual Summary Report</u></p> <p>Destroy after 2 years.</p>		

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	<p>J. <u>Building Inspection Reports</u></p> <p>Reports of surveys and inspections of SSA facilities conducted periodically to insure the adequacy and safety of building physical structures and heating, lighting, ventilation, electrical, cooling, and other systems. Included is Form CO-1226, Building Inspection Report, or its equivalent.</p> <p>Destroy after 3 years.</p> <p>K. <u>Requests for Maintenance Services</u></p> <p>Non-fiscal copies of requests for building and equipment maintenance services, including Forms SSA-6017, Requisition for Services; GSA-2957, Reimbursable Work Authorization; GSA-1897, Work Authorization; OAAD-1251, Request for Telephone Service; or their equivalents.</p> <p>1. <u>Form GSA-2957</u></p> <p>Destroy after 5 years.</p> <p>2. <u>Form SSA-6017</u></p> <p>Destroy after 3 years.</p> <p>3. <u>Form GSA-1897 and OAAD-1251</u></p> <p>Destroy after 3 months.</p> <p>L. <u>Sign Request Forms</u></p> <p>Forms completed to obtain a new or revised sign, such as a nameplate, directional, information, or other signs. Included is Form SSA-345, Request for a New or Revised Sign; SSA-100, Printing Requisition; or their equivalents.</p> <p>Destroy after 1 year.</p> <p>M. <u>Building Services Contract Files</u></p> <p>Non-record copies of contracts for the repair, renovation, or maintenance of SSA buildings.</p> <p>Destroy 1 year after termination of the contract or</p>		

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	1 year after termination of all warranties provided under the contract, whichever is later.		