

**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 30 1976	JOB NO.
DATE APPROVED	NC 1-47 - 76 - 30

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Program Operations

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. 3305a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-30-76 James E. O'Neil
 Date Archivist of the United States
acting

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 4 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.

7/29/76 (Date) Eugene J. Reed (Signature of Agency Representative) acting Dept. Records Mgt. 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>SSI OPERATING SYSTEMS RECORDS</u></p> <p>Magnetic tape and/or hard copy records documenting disbursement of monies for each State that authorizes SSA to administer its State supplementation program for SSI recipients. Included are the following groups of records:</p> <p>A. <u>Fiscal and State Accounting Systems Records</u></p> <p>Records documenting data and totals sent to the Treasury Department for the disbursement of benefit checks.</p> <p>1. <u>Daily Summary Records</u></p> <p>A daily report broken down by Regional Disbursement Center.</p> <p>a. <u>Magnetic Tape</u></p> <p>Erase and return to blank stock after 90 days.</p> <p>b. <u>Hard Copy</u></p> <p>Transfer to the SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p>		

Copy to Agency 10-4-76

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 indication that Congress has authorized disposing 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 and 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.

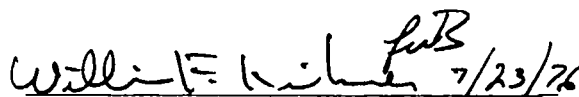
If **Box B** under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal 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.

U.S. GOVERNMENT PRINTING OFFICE: 1971 O-71-511


SSA, Records Officer


Records Liaison Officer, OPO, BDP

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>2. <u>Monthly Report</u></p> <p>A report produced at the end of each month containing further refinement of payment totals sent to Treasury Department. It contains information by SSI categories, i.e., the number of aged, blind, and disabled SSI beneficiaries, and is used for billing of States for supplemental payments.</p> <p>a. <u>Magnetic Tape</u></p> <p>After acceptance of closing Federal/State agreement by both parties, erase and return to blank stock after 5 years or completion of HEW audit, whichever is earlier.</p> <p>b. <u>Hard Copy</u></p> <p>After acceptance of closing Federal/State agreement by both parties, transfer to SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> <p>3. <u>Quarterly Report</u></p> <p>Report produced at the end of each quarter containing information by SSI categories.</p> <p>a. <u>Magnetic Tape</u></p> <p>Erase and return to blank stock after 5 years or completion of HEW audit, whichever is earlier.</p> <p>b. <u>Hard Copy</u></p> <p>Transfer to the SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> <p>4. <u>Fiscal Year Disbursement Report</u></p> <p>A report by State of all monies disbursed during the fiscal year. It includes information on SSI beneficiaries by categories and information on returned beneficiary checks and collection of overpayments.</p>		

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	<p>a. <u>Magnetic Tape</u></p> <p>After acceptance of closing Federal/State agreement by both parties, erase and return to blank stock after 5 years or completion of HEW audit, whichever is earlier.</p> <p>b. <u>Hard Copy</u></p> <p>After acceptance of closing Federal/State agreement by both parties, transfer to the SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> <p>5. <u>Computer Job Control Language Listings</u></p> <p>Listings documenting the serial numbers of magnetic tapes used to produce the daily, monthly, quarterly, and fiscal year disbursement reports.</p> <p>Transfer to the SSA Holding Area. Destroy after 5 years' retention or completion of HEW audit, whichever is earlier.</p> <p>B. <u>State Data Exchange Systems Records</u></p> <p>Records consisting of weekly reports, sent to each State, of the total number of SSI beneficiaries within that State receiving SSI payments. These reports contain information on the total amount of monies disbursed and the number of SSI recipients by category.</p> <p>Close off file at the end of the fiscal year in which dated. Destroy 1 year thereafter.</p> <p>C. <u>Overpayment System Records</u></p> <p>A monthly report, categorized by State, including information on overpayments collected from SSI recipients. It is forwarded to OMA, OFM, and used as a credit input item on Form SSA-8700, Financial Accountability Statement for State Supplementary Payments Program.</p> <p>Transfer to the SSA Holding Area at the close of the fiscal year in which dated. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p>		

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II.	<p><u>INTERNAL APPRAISAL REPORTS</u></p> <p>Records consisting of appraisal reports of management activities and operational performance in BDP. Included are the final report and background documents, such as request to undertake the study, project plans, statistical information, draft reports, and clearance comments.</p> <p>A. <u>Office Responsible for Preparation of the Final Report</u></p> <p>Destroy final report 5 years after its completion. Destroy background documentation 2 years after completion of final report.</p> <p>B. <u>Other Offices</u></p> <p>Destroy final report 2 years after its completion or when administrative value ceases, <i>whichever is earlier.</i></p>		