

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

11 items
TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Program Policy and Planning

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

5. TEL EXT
594-5770

LEAVE BLANK	
JOB NO.	NC 1 47 77 16
DATE RECEIVED	12 MAY 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>6-22-77</u> Date	<i>James B. Plouffe</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5/9/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene J. Hess</i> Russell O. Hess	E. TITLE Department Records Management Officer
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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
1.	<p><u>SSA REGULATION AND NOTICE RECORDS</u></p> <p>Original and microfilm history files for regulations and notices published in the Federal Register by the Secretary, HEW. The notices and regulations interpret statutes, court decisions, and policy decisions relating to all social security programs. Included are regulation development plans, notices of intent to regulate, notices of public hearings, public comments (if any), preliminary drafts, the intercomponent review comments, notices of the proposed regulation, and final versions.</p> <p>a. <u>Original Documents</u></p> <p>Destroy 1 year after microfilm has been proven acceptable.</p> <p>b. <u>Microfilm</u></p> <p>Permanent. Offer microfilm to National Archives after 20 years.</p> <p>The Social Security Administration certifies that all permanent records will be microfilmed in accordance with the provisions of the FPMR.</p>		

Sent to agency, NNB, NCW-6/24/77

INSTRUCTIONS

General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

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 be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

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 or retention. 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 disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, 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, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.



RLO, Office of Program Policy and Planning, OPR



SSA Records Officer

Request for Records Disposition Authority - Continuation

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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
2.	<p><u>SOCIAL SECURITY RULINGS RECORDS</u></p> <p>Original and microfilm copies of history folders pertaining to technical and legal issuances on retirement and survivors, health, disability, supplementary security income, and miner's benefits programs. These issuances are published quarterly as Social Security Rulings. The quarterly bulletins are republished annually in the Cumulative Bulletin of Social Security Rulings. Included are related background material, clearances, and published copies of the rulings.</p> <p>a. <u>Original Documents</u></p> <p>Destroy 1 year after microfilm has been proven acceptable.</p> <p>b. <u>Microfilm</u></p> <p>Permanent. Offer microfilm to National Archives after 20 years.</p>		
3.	<p><u>SOCIAL SECURITY HANDBOOK RECORDS</u></p> <p>Original and microfilm copies of additions and changes to each chapter of the Social Security Handbook which are prepared for new handbook editions. Included are inter-component comments and reviews, preliminary and inter-component drafts, and final copies sent to be printed.</p> <p>a. <u>Original Document</u></p> <p>Destroy 1 year after microfilm has been proven acceptable.</p> <p>b. <u>Microfilm</u></p> <p>Permanent. Offer to National Archives after 20 years.</p>		
4.	<p><u>PROGRAM POLICY DIRECTIVES RECORDS</u></p> <p>Original and microfilm copies of history folders of Program Policy Directives (PPD). PPD's are formal statements, distributed SSA-wide, of social security program policy for which regulations and operating policies and instructions are written. They are developed, as necessary, to establish new or revised policy as the result of legislation, Commissioner's</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
5.	<p>Decisions, precedential court decisions, Office of General Counsel opinions and to confirm or clarify existing policy. Included in the history file are intercomponent comments and clearances, draft versions of the PPD, final version, and related background documents.</p> <p>a. <u>Office Responsible for Development of PPD</u></p> <p>(1) <u>Original Documents</u></p> <p>Destroy 1 year after microfilm has been proven acceptable.</p> <p>(2) <u>Microfilm</u></p> <p>Permanent. Offer to the National Archives after 20 years.</p> <p>b. <u>Other Offices</u></p> <p>Destroy after 2 years.</p> <p><u>FREEDOM OF INFORMATION INDEX RECORDS</u></p> <p>Records relating to the maintenance and publication of an index identifying SSA manuals and instructions available to the public as required by the Freedom of Information Act, as amended (Public Law 93-502). Indexes are updated quarterly and published annually. Included in these records are copies of draft indexes, clearance comments, and copies of final versions. Copies of final versions are distributed SSA-wide.</p> <p>a. <u>Office Responsible for Preparation of the Index</u></p> <p>Cut off file after publication of annual index. Destroy 2 years thereafter.</p> <p>b. <u>Other Offices</u></p> <p>Destroy upon receipt of updated annual index.</p>		