

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NOV 21 1978

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 Management and Administration

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Ernest P. Lardieri

594-5770

LEAVE BLANK	
JOB NO NC 1 47 79	
DATE RECEIVED NOV 8 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-15-78</i> Date	<i>James B. Rhoads</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 10 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 <i>10/23</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <i>DRMO</i>
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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
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u></p> <p align="center"><u>EQUIPMENT MANAGEMENT FILES</u></p> <p>1. <u>Property Disposal (Completed Transaction) Files</u></p> <p>Files containing all transaction documents for the sale, transfer, or exchange of surplus personal property for central office and field installations. Included in the files are invitations, proposals, acceptances, lists of surplus property, vouchers, correspondence, and related materials. Also included are Forms SSA-2006, Request for Disposal Instructions; HEW-22, Report of Transfer of Property; GSA-27, Notice of Award; SF-120, Report of Excess Personal Property; SF-123, Transfer Orders, Excess Personal Property; SF-126, Report of Personal Property for Sale; HEW-342, Report of Survey; and HEW-565, Report of Property Acquired by Contractors. Records are retained in a central file by organizational component in voucher number order. Copies of these documents, such as suspense or working copies, may be maintained by supply technicians for reference.</p>	<i>NC1-47-76-10, items 5 revised; other items added.</i>	
	<i>11/9/78 - Change with</i>	<i>31 items</i>	

approval of C. Whitteight (SSA) sent to New Agency 11-24-78 MD

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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
	<p>a. <u>Central File Copies</u></p> <p>Place in an inactive file upon completion of disposal action, hold 3 years, and then transfer to the SSA Holding Area. Destroy 3 years thereafter.</p> <p>b. <u>Reference Copies</u></p> <p>Destroy after 1 year or when administrative value ceases, whichever is earlier.</p> <p>2. <u>Property Disposal Report</u></p> <p>Annual report, SF-121, Annual Report of Utilization and Disposal of Excess and Surplus Personal Property, citing total acquisition cost of personal property exchanged, sold, or otherwise disposed of. The report is submitted to HEW and GSA. Also included are related background papers.</p> <p>Transfer to the SSA Holding Area 5 years after date of the report. Destroy after 5 additional years' retention in the SSA Holding Area.</p> <p>3. <u>Purchase and Receipt Files</u></p> <p>Files of procurement actions and receipts, maintained in a central file, for equipment ordered by central office and field components. These records are used for reference and as source documents for resolution of questions regarding inventory equipment amounts. Included in the files are Forms SF-147, Order for Supplies and Services; GSA-1348, Single Line Item Release/Receipt Document; HEW-393, Purchase/Service/Stock Requisition; and SSA-6029, Receiving Report. Also included is correspondence and associated justifications for the procurement actions. Supply technicians may retain reference copies of procurement documents.</p> <p>a. <u>Central File Copies</u></p> <p>Close out at the end of each fiscal year. Hold 5 additional years and transfer to the SSA Holding Area. Destroy 5 years thereafter.</p>		

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	<p>b. <u>Reference Copies</u></p> <p>Destroy after 1 year or when administrative value ceases, whichever is earlier.</p> <p>4. <u>Inventory Files</u></p> <p>History files of the capitalized equipment inventories conducted annually of each central office and field component. Files are arranged by central office or field component in office code sequence. The files contain a record of all capitalized equipment in the custody of a particular office and may be used as a manual backup to the automated property accountability files. Included in the file is a certified inventory (a listing of all equipment with adjustment notations, and signed by the custodial officer), and all transaction documents (purchase order, receipts, and disposal actions) dating from the inventory listing.</p> <p>Remove prior certified inventory listings and accumulated transaction documents upon certification of updated inventory and transfer to SSA Holding Area. Destroy when purchase and receipt files for that year are destroyed.</p> <p>5. <u>Control Files</u></p> <p>Documents (logs, registers, forms, etc.) used to control the receipt and processing of requisitions for the purchase or disposal of equipment. Control information usually consists of office identification (office code, region number), requisition or voucher number, date and disposition. These documents may be used for answering requests for status of a particular action and for management reporting purposes.</p> <p>a. <u>Registers for Capitalized Equipment</u></p> <p>Close out registers at the end of each fiscal year. Transfer to the SSA Holding Area after 5 years. Destroy after 5 additional years' retention in the SSA Holding Area.</p> <p>b. <u>Other Registers</u></p> <p>Close out at the end of the fiscal year. Hold 1 additional year and then destroy.</p>		

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	<p>6. <u>Miscellaneous Computer Reports</u></p> <p>Computer reports generated from the automated property accountability system. These reports include master listings of all items in the system, edits, and validation runs.</p> <p>a. <u>Master Listings</u></p> <p>Destroy upon receipt of updated listings, or when administrative value ceases, whichever is earlier.</p> <p>b. <u>Edits</u></p> <p>Destroy when all edits have been resolved or when administrative value ceases, whichever is earlier.</p> <p>c. <u>Other Reports</u></p> <p>Destroy when administrative value ceases.</p> <p>7. <u>Property Record Cards</u></p> <p>Punchcards for each capitalized and noncapitalized piece of equipment under SSA control. The cards, which had been used for equipment control purposes, are no longer needed for administrative purposes. Capitalized equipment is now controlled by a more refined, automated system (noncapitalized equipment is no longer controlled). Included is Form OAAD-2025, Property Record Card, or its equivalent.</p> <p>Destroy immediately.</p> <p>8. <u>Contractor or Grantee Property Files</u></p> <p>a. <u>Inventory Files</u></p> <p>Case folders of contracts for which SSA has furnished or authorized the purchase of property or supplies for use under the contract or grant. Included in the folders are copies of contracts and amendments, Forms SSA-2446, Change Order, correspondence, and related documents. These files are used as control files to ensure that SSA recovers the equipment when the contract or grant is terminated.</p>		

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	<p>Destroy 2 years after contract is terminated and proper disposition is made of the equipment.</p> <p>b. <u>Annual Reports</u></p> <p>Annual reports, Government-owned Property Held by Contractors and Government Property Loaned to Grantees, on the value of equipment and stored expendable supplies held by contractors or grantees at the end of the fiscal year. The reports are forwarded to HEW for submission to GSA. Also included are related background papers.</p> <p>Transfer to the SSA Holding Area 5 years after the date of the report. Destroy after an additional 5 years' retention in the SSA Holding Area.</p> <p>9. <u>Contract File of Rental Equipment</u></p> <p>A file of contracts for equipment rented for use by SSA components. Documents in the files consist of copies of the rental contracts and amendments; SF-147, Order for Services and Supplies; HEW-393, Purchase/Service/Stock Requisition; and related correspondence. The files are maintained by fiscal year in contract number order.</p> <p>Destroy 1 year after termination of the contract.</p> <p>10. <u>Utilization Survey Files</u></p> <p>File of internal surveys conducted periodically by the Equipment Management and Services Branch in SSA components to determine the utilization of equipment. Information obtained from the surveys may be used to justify the surplusing or purchase of equipment. Included are the final reports and background documents such as survey notes, charts, and correspondence.</p> <p>a. <u>Final Report Submitted to Component</u></p> <p>Destroy after 5 years.</p> <p>b. <u>Background Documents</u></p> <p>Destroy after 2 years.</p>		

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	<p>11. <u>Vendor Files</u></p> <p>Brochures, literature, price lists, pamphlets, samples, and other advertisement-type material received from private vendors. The material is retained as a ready source of information about the vendor and its products. It is filed by the name of the vendor.</p> <p>Destroy when superseded or obsolete.</p> <p>12. <u>Miscellaneous GSA Reports</u></p> <p>Annual reports submitted to GSA covering equipment management matters. Included in this file, but not limited to, are:</p> <p style="padding-left: 40px;">Precious Metal Reclamation Inventory of Accountable Personal Property Loan of Personal Property Exchange/Sale of Personal Property Disposal of Foreign Excess Property</p> <p>Transfer to the SSA Holding Area 5 years after the date of the report. Destroy after an additional 5 years' retention in the SSA Holding Area.</p> <p>13. <u>Service or Repair Order Files</u></p> <p>a. <u>Form SSA-3472, Request for Shop Services</u></p> <p>A multipart form, Form SSA-3472 or its equivalent, used to request shop services. Information on the form consists of a description of the item and its model number; name and location of requester; description of the work requested; and cost of the work.</p> <p>(1) Retain one copy (yellow copy) for the current and previous year and then destroy.</p> <p>(2) Destroy other copies when administrative value ceases or after 1 year, whichever is earlier.</p>		

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	<p>b. <u>Form SSA-6017, Requisition for Services</u></p> <p>A multipart form, Form SSA-6017 or its equivalent, used to requisition services pertaining to office equipment. Information on the form consists of identification of the requester; description and justification for service; and work completion information. Cost of the work may also be noted on the form.</p> <p>(1) <u>Record Copy</u></p> <p>Destroy after 3 years.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when administrative value ceases or after 1 year, whichever is earlier.</p> <p>c. <u>Form CO-0562, Machine Repair Order</u></p> <p>A multipart form, Form CO-0562 or its equivalent, used to order repair of office machines (type-writers, reprographic machines, calculators, etc.). Information on the form consists of machine identification (type, brand name, and serial number); location; and service completion information. One copy (yellow copy) is given to the vendor, and one copy (pink copy) is a tickler copy, destroyed upon completion of the work. The original copy (white copy) may be retained or furnished to the Office of Financial Management if requested to document payment of the vendor's bill.</p> <p>Destroy after 1 year.</p> <p>14. <u>Equipment Register and Maintenance Record</u></p> <p>A 5 by 8 card, Form OAAD-104A, Manufacturer's Serial Number Register and Maintenance Record or its equivalent, used as a repair and service record of individual items of office equipment. Cards are filed by brand name in serial number sequence. Information consists of equipment description (cost, serial number, location); and repair and</p>		

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	<p>service charge information (date, invoice number, nature of work, cost, and location). Upon removal of the items from SSA's equipment inventory, individual item cards are annotated and transferred to an inactive file (dropfile).</p> <p>Transfer card to an inactive file upon removal of item from SSA's equipment inventory. Review inactive file annually and remove cards for equipment dropped from inventory over 10 years.</p> <p>15. <u>"Office Machine Check" Memorandums</u></p> <p>A file of memorandums, "Office Machine Check," relating to inoperable equipment that has been inspected and determined to be uneconomical to repair. These memorandums may be used as justification for surplusing and replacing inoperable equipment.</p> <p>Destroy after 1 year.</p> <p>16. <u>Service and Service-Related Procurement Files</u></p> <p>a. <u>Repair Contract File</u></p> <p>Files consisting of copies of Form SF-147, Order for Supplies and Services, covering service contracts for the maintenance and repair of purchased or rented equipment. Also included are blanket purchase orders for equipment repair and tallies of repair amounts. These copies are received from the Division of Contracting and Procurement (DCP). Contracts and blanket purchase orders are renegotiated annually.</p> <p>Destroy upon receipt of updated copies of contracts and purchase orders.</p> <p>b. <u>Repair Estimate File</u></p> <p>A file of correspondence received from vendors containing estimates for the repair of office equipment. Estimates under \$500 may be approved by equipment management personnel. (Those over \$500 are approved by DCP.) If the estimate is</p>		

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	<p>approved, the repair may be ordered via a service contract or SF-147, initiated by equipment management personnel. Estimate information is noted on form OAAD-104A.</p> <p>Destroy after 1 year.</p> <p>c. <u>Purchase Order File</u></p> <p>A file of purchase orders, SF-147 or its equivalent, initiated by equipment management personnel to cover the purchase of repair, services, or equipment parts not covered by service contracts or blanket purchase orders. Record copies of SF-147 are forwarded to DCP for information and audit.</p> <p>Destroy after 3 years.</p> <p>17. <u>Form CO-1939, PMB Machine Pool</u></p> <p>A 5 by 8 card, Form CO-1939 or its equivalent, for each item of office equipment retained in stock and available for loan purposes. The cards are used to record the loan of the equipment. Information on the cards consists of equipment description and loan information (date, name and location of borrower, reason, and date returned).</p> <p>Destroy card for piece of equipment when it is no longer available for loan purposes.</p> <p>18. <u>Property Pass Files</u></p> <p>Files consisting of multipart Form SSA-1867, SSA Property Pass, or its equivalent. These forms are numbered and issued by the Equipment Management and Services Branch to property custodial officers for issue to individuals desiring to remove property from SSA buildings. Information on the form consists of property owner, property description, reason for removal, removal location, requester information, removal signature, and return information (signature and dates). Information on the form is valuable in tracing missing equipment.</p>		

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	<p>a. <u>Record Copy (Equipment Management and Services Branch) Copy</u></p> <p>Close out file at the end of the calendar year. Destroy after 2 additional years' retention.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when administrative value ceases or after 6 months, whichever is earlier.</p>		