

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-47-80-3
DATE RECEIVED	1-28-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	4-21-80
Signature	<i>James E. O'Neill</i> Acting Archivist of the United States

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

4. NAME OF PERSON WITH WHOM TO CONFER

Ernest P. Lardieri

5. TEL. EXT.

594-5770

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 1 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>1/15/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ernest P. Lardieri</i>	E. TITLE <i>SSA Records Officer</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><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>FILES COMMON TO MOST OFFICES</u></p> <p><u>Administrative Time and Leave Records</u></p> <p>Records reflecting an employee's usage of annual leave, sick leave, and leave without pay (LWOP) during a given year. Included is Form SSA-2042, Administrative Time and Leave Record, or its equivalent.</p> <p>Destroy after 3 years unless a within-grade increase (WIGI) has not been granted within the 3-year retention period. In that event, retain until 1 year after the WIGI has been granted. For employees who terminate, destroy 1 year after termination.</p> <p>NOTE: When an employee moves to another office within SSA, transfer the form SSA-2042 to the new location within 5 days.</p>	NC-47-75-22 item I.J	

*Copy to NNF, agency 4-24-80
Closed*