

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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Hand NCO 249780 RA

JOB NO NC1-47-80-7
DATE RECEIVED 4-22-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
8-20-80 <i>James E. O'Heule</i> Date <i>acting</i> 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 Office of Operational Policy and Planning	
4. NAME OF PERSON WITH WHOM TO CONFER Ernest P. Lardieri	5. TEL. EXT 934-5770

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 _____ 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 4/16/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> George E. Deal	E. TITLE Departmental 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
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF OPERATIONAL POLICY AND PLANNING</u> <u>OFFICE OF REGULATIONS</u></p> <p>1. <u>SSA Regulation and Notice Records</u></p> <p>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>Permanent. Transfer to the Washington National Records Center (WNRC) 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.</p> <p>2. <u>Social Security Rulings Records</u></p> <p>History folders pertaining to technical and legal issuances on retirement and survivors, health, disability,</p>	NC1-47-77-16 items 1-4	

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	<p>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>Permanent. Transfer to WNRC 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.</p> <p>3. <u>Social Security Handbook Records</u></p> <p>Copies of additions and changes to each chapter of the Social Security Handbook which are prepared for new handbook editions. Included are intercomponent comments and reviews, preliminary and intercomponent drafts, and final copies sent to be printed.</p> <p>Permanent. Transfer to WNRC 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.</p> <p>4. <u>Program Policy Statements Records</u></p> <p>Original and microfilm copies of history folders of Program Policy Statements (PPS). PPS'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 Decisions, precedential court decisions, Office of the General Counsel opinions, and to confirm or clarify existing policy. Included in the history file are intercomponent comments and clearances, draft versions of the PPS, final version, and related background documents.</p> <p>a. <u>Office Responsible for Development of PPS</u></p> <p>(1) <u>Original Documents</u></p> <p>Destroy when microfilm has been proven acceptable.</p> <p>(2) <u>Microfilm</u></p> <p>Permanent. Offer microfilm to the National Archives when 20 years old.</p>		

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	<p>b. <u>Other Offices</u></p> <p>Destroy after 2 years.</p> <p>5. <u>Policy and Precedent Files</u></p> <p>Original and microfilm copies of documents establishing policy and/or precedent for Social Security Programs. Included are formal statements of policy and substantive procedure, standards, criteria, interpretations and clarifications, administrative determinations, and similar records that provide a basis for program action.</p> <p>a. <u>Original Documents</u></p> <p>Destroy when microfilm has been proven acceptable.</p> <p>b. <u>Microfilm</u></p> <p>Permanent. Offer microfilm to the National Archives when 20 years old.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Since SSA will store the original microfilm, this certifies that storage conditions will adhere to the standards in 41CFR 101-11.507 and 508. Inspection of this microfilm will be conducted 2 years after filming and every 2 years thereafter as required by 41CFR 101-11.507-2.</p>		