

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO NC1-47-80-16	
DATE RECEIVED July 14, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-23-80 Date	<i>Robert M. Ward</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 Central Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Ernest Lardieri

5. TEL. EXT.
FTS 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 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 7/9/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>D. Guy E. Duke</i>	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><u>Records Retention and Disposal Schedule</u> <u>Earnings and Earnings Related Records</u></p> <p><u>Tax Waiver Exemption Files</u></p> <p>These files consist of original and microfilm copies of Forms SS-15a, List to Accompany Certificate on Form SS-15, Waiving Exemption from Taxes Under the Federal Insurance Contributions Act (FICA), Form SS-16, Certificate of Election Under FICA, or their equivalents. The files identify nonprofit employers who have waived tax exemption privileges for FICA purposes.</p> <p>1. <u>Forms</u> Destroy after microfilm has been proven acceptable.</p> <p>2. <u>Microfilm</u> Retain microfilm on site for 50 years, then destroy. Retain security microfilm in the off-site security area for 70 years, then destroy.</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>	NC1-47-79-10, item 2	

General Instructions: 115 (obtainable from supply depots of the...)
 Center headings should indicate what office's records are in-
 volved if all records described on the form are not those of the same
 office or if they are records created in another office or agency in-
 stead of the office of origin. An explanation should be provided of the types of records in-
 volved. For example, if they are more than textual records, for example, if they are...

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
	<p>(2) Destroy quarterly microfilm after the annual microfilm for the same quarter is received and accepted.</p> <p>(3) Retain annual microfilm on site for 50 years, then destroy. Retain security microfilm in the offsite security area for 70 years, then destroy.</p> <p>c. <u>List of employer report discrepancies</u> Destroy after ^{within} 6 months ^{std.}</p> <p>d. <u>Listing of employer statistical data</u> Destroy after completion of subsequent employer report accounting operations.</p>	<p>NN174-019, item 1</p> <p>NN174-019, item 1</p>	
	<p>2. <u>Tax Waiver Exemption Files</u></p> <p>These files consist of original and microfilm copies of Forms SS-15a, List to Accompany Certificate on Form SS-15, Waiving Exemption from Taxes Under the Federal Insurance Contributions Act (FICA), Form SS-16, Certificate of Election Under FICA, or their equivalents. The files identify nonprofit employers who have waived tax exemption privileges for FICA purposes.</p>	NN174-019, item 8	
	<p>a. <u>Forms</u></p> <p>Transfer to a Federal Records Center (FRC) after microfilm has proven acceptable. Destroy after 50-year retention in the FRC ^{after microfilming.}</p>		
	<p>b. <u>Microfilm</u></p> <p>Retain microfilm on site for 50 years, then destroy. Retain security microfilm in the off-site security area for 70 years, then destroy.</p>		
	<p>3. <u>Wage and Benefit Data Files</u></p> <p>These files consist of comparative tables of account-able receipts; reports on the establishment of employee and employer records; comparable statistics; reports; listings, and like documents used in deter-mining the total wages processed by the Social Security Administration so that the Treasury may be</p>	NN168-51, item 1.d	