

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rev NC D 27048014*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Health and Human Services

2. MAJOR SUBDIVISION  
Social Security Administration

3. MINOR SUBDIVISION  
Office of Management, Budget, and Personnel

4. NAME OF PERSON WITH WHOM TO CONFER  
Ernest P. Lardieri

5. TEL EXT  
934-5770

LEAVE BLANK

JOB NO  
NCL-47-81-4

DATE RECEIVED  
October 27, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 41 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**Rejected**

Date \_\_\_\_\_ 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 2 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 10-22-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i>	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
	<p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>MANAGEMENT, BUDGET, AND PERSONNEL FILES</u> <u>PERSONNEL MANAGEMENT FILES</u> <u>PAYROLL AUTHORIZATION ALLOTMENT AND WITHHOLDING DOCUMENTS</u></p> <p>Payroll authorization allotment and withholding documents completed by SSA employees to request withholding or allotments from their pay checks. These documents are used as input to an automated Health and Human Services (HHS) system, Terminal Data Collection Service, for recording and processing personnel and payroll actions. Documents consist of Form IRS W-4, Employee's Withholding Allowance Certificate; HEW-476, Address Notice to Central Payroll; MW-507, Employee's Maryland Withholding Exemption Certificate; MW-507E, Withholding Exemption Certificate; HEW-610, HEW Authorization for Union Dues Check Off; HEW-610A, Authorization to Establish Change or Cancel Union Dues Account; HEW-648, Request by Employee for Allotment for Credit to a Savings Account With a Financial Organization; HEW-649, Request by Employee for Payment of Salaries or Wage by Credit to an Account at a Financial Organization; SF-1189, Request for Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization; SF-1198, Request for Employee for Allotment of Pay for Credit to Savings Account With a Financial Organization; TFS-7311, Employee Withholding Certificate for</p>		

**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>City Taxes; and equivalent forms.</p> <p>Transfer to the Washington National Records Center when 6 months old. Destroy when 3 years, 6 months old.</p>		