

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

ncd 5 Aug 81/14

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

LEAVE BLANK
JOB NO <i>NCI-47-81-12</i>
DATE RECEIVED <i>May 5, 1981</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
AUG 27 1981 <i>R. L. ...</i> Date Archivist of the United States

1 FROM (AGENCY OR ESTABLISHMENT)

2 MAJOR SUBDIVISION
HHS

3 MINOR SUBDIVISION
SSA

4 NAME OF PERSON WITH WHOM TO CONFER
District and Branch Office

5 TEL EXT
594-5770

Ernest P. Lardieri

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
4-29-81	George Deal <i>Geo</i>	Department Records Management Officer

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>District and Branch Office Records</u></p> <p><u>Check Procedures Records</u></p> <p>These records consist of local procedures established for the processing, auditing, and review of checks. The checks are returned to the DO/BO for social security over-payments, HI benefits, supplemental medical insurance benefits, and similar instances. Also included is SSA-1395, Receipt and Transmittal Form or its equivalent, and related control records such as Form SSA-3944, Master Control Roster.</p> <p>1. <u>Procedures</u> Destroy when superseded or obsolete.</p> <p>2. <u>Form SSA-1395 and SSA-3944</u> Destroy after 1 year and completion of final review.</p>	<p>NC 174-</p> <p>176,</p> <p>Item 1.P.</p>	<p><i>2 Items</i></p>

115-107
Approved
20 Aug 81
AL

Closed Out: 8-31-81: KIT
Copy to Agency