

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-47-82-13	
DATE RECEIVED 9-17-82	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303, the disposable list including amendments is approved except for items that may be returned, disposed, not approved, or withdrawn in column 10.	
11-22-82 Date	<i>Johns Key</i> Assistant of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

HHS

2 MAJOR SUBDIVISION

SSA

3 MINOR SUBDIVISION

Office of Central Operations

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 9/13/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	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>Title II Disability Insurance (DI) Claims Case Files</p> <p>These claims contain all correspondence and other pertinent material accumulated in the process of adjudication of the DI claim. Claims application forms, proofs, questionnaires, earnings records, medical evidence and disability and non-disability correspondence are filed on the right side of the folder. Included on the left side of the folder are Form SSA-101, Determination Award, Summary of Claim Date-DIB Claim, SSA-831-U5, Disability Determination and Transmittal, SSA-833-U5, Cessation or Continuance of Disability Determination and Transmittal and equivalent documents.</p> <p>1. <u>Disability Denial Claims</u> Transfer to the FRC after expiration of the reconsideration period and identification as eligible for transfer by the Case Control System. Destroy when 10 years old.</p> <p>2. <u>Terminated Disability Cases</u> Transfer to the FRC after being identified as eligible for transfer by the Case Control System. Destroy when 10 years old.</p>	<p>000-6-40-2 Appendix D Item 6a1 + Item 6a2</p>	

MASS DATA CHANGE SHEET ATTACHED
Closed out: 12/3/82:em
(Copies to Agency, LKP & NEW)

INSTRUCTIONS

General Instructions

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep a fourth reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are withdrawn for duplication. Items withdrawn, or not approved for disposal, will be so marked. Each SF 115 requires a completed Component Disposal Authority, accompanied by a notification of approval from the

Specific Instructions

Entries 2 and 3 should show what agency has custody of the records, the location of the records, and should be in the name of the department or independent agency and its major subdivisions.

Entries 4 and 5 should identify the individual or the person to whom inquiries regarding the records should be directed.

Entry 6 should be typed and dated on the day the records are represented. The number of pages involved in the records should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records if it are proposed for disposal or retention. Each series should comprise the largest practical grouping of serially organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately, numbered consecutively as follows: (a) under the general series title.


An itemization should be provided showing when disposal is to be made of the records, thus:

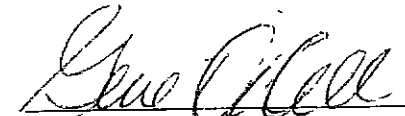
If immediate disposal is requested of past accumulations of records, the interval does during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated continuously to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future action to be taken. A future action event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon the records being microfilmed or otherwise processed, the records should be so indicated. The retention period should reflect the uncertainty that reproduced copies or recordings have been made in accordance with GSA regulations and adequate substitutes for the paper records. Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked, if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.


SSA Records Officer


OCO Representative

9/10/82
Date

9/10/82
Date