

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-47-83-2

DATE RECEIVED

10-25-82

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a, the disposal request includes records that are not exempt from retention and may be disposed of as provided in the following schedule.

10-28-82
Date

John W. May
Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

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

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 4 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 10/14/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> Dr. George E. DEAL	E. TITLE 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><u>Property Pass Files</u></p> <p>These files consist of various copies of Form SSA-1867-U4, SSA Property Pass; Form SSA-1867-U2, SSA Property Pass; Statement of Responsibility; memoranda authorizing removal of magnetic media records from the EDP Secure Area; and correspondence requesting and justifying removal of Government Property and/or issuance of an SSA Property Pass.</p> <p>The various copies of the form SSA-1867-U4 and its equivalents are used to:</p> <ol style="list-style-type: none"> Authorize removal of either Government-owned or personal property through guard stations and from SSA buildings; notify Property Management Officers and Custodial Officers (PMOs/COs) and the Equipment Services and Repair Section, EMSB, DPRM, that Government property for which they are responsible is being removed; and 	<p><i>General Records Schedule 1B, Item 13</i></p> <hr/> <p><i>OMB P Appendix G, Item 3 r.</i></p>	<p><i>11 items</i></p>

NO MASS DATA CHANGE NEEDED
Closed out: 10/1/82:CM
Copy to Agency

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 as your 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 confirmation of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

Specific Instructions

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form and should list, in the name of the department or independent agency and its major and minor subdivisions.

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

Entry 6 should be signed and dated on the four copies by the agency representative. The number of copies involved in the request 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 that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately 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 if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement 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 months and years during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., in terms of future conditions or event. A future condition is one that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine-readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also the provisions of FPMR 301-11.5 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.

Ernest R. Lardner
SSA Records Officer

10/13/82
Date

Ralph S. Inwedy
DMS Representative

10/4/82
Date

Steph Lippert
OSPS Representative

10/6/82
Date

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>3. verify that Government property has been removed or returned. Specific instructions on use of property passes are contained in ADS Guide SSA.h:125-11.</p> <p><u>Disposition</u></p> <p>1. Copies of passes and related correspondence authorizing removal of Government property by an employee for offsite official use:</p> <p>a. <u>Record Copy</u></p> <p>Destroy 3 months after return to issuing office and verification of return of Government property.</p> <p>b. <u>Other Copies</u></p> <p>Destroy after return of Government property has been verified or when no longer needed for control, whichever is sooner.</p> <p>2. Copies of passes and related correspondence authorizing removal for any other reason of Government-owned, employee-owned, or vendor-owned property (see SSA.h:125-11 for additional information).</p> <p>a. <u>Government property removed for repair</u></p> <p>(1) <u>Record Copy</u></p> <p>Destroy 3 months after return to issuing office and verification of return of Government property.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy after return has been verified or when no longer needed for control, whichever is sooner.</p> <p>b. <u>Government property removed on a routine basis</u></p> <p>Destroy 3 months after expiration of pass or 3 months after need no longer exists, whichever is sooner.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. <u>Vendor-owned property coming in for demonstration or repair loan</u></p> <p>(1) <u>Record Copy</u></p> <p>Destroy 3 months after return to issuing office and verification of removal of vendor-owned property.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy after verification of removal of property, or when no longer needed for control, whichever is sooner.</p> <p>d. <u>Vendor-owned property removed on a routine basis</u></p> <p>Destroy 3 months after expiration of pass or 3 months after need no longer exists, whichever is sooner.</p> <p>e. <u>Personally-owned property</u></p> <p>(1) <u>Record Copy</u></p> <p>Destroy 3 months after return to issuing office and verification of removal of personal property.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy upon verification of removal of personally-owned property or when no longer needed for control, whichever is sooner.</p> <p>f. <u>Removal of Magnetic Media</u></p> <p>(1) <u>Record Copy</u></p> <p>Cut off file at the end of the calendar year. Retain 1 additional year for audit purposes, then destroy.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(2) <u>Other Copies</u></p> <p>Destroy 3 months after verification</p> <p><u>Note:</u> Do not destroy any property pass files where removal of property is suspicious and/or under investigation. These files will become part of the investigatory files and are to be disposed of accordingly.</p>		