REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

	LEAVE BLANK
	JOB NO

NC 1-47-84-9

DATE RECEIVED 7-30-84

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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   FS

5 TEL EXT
934-5770

Aug 27 84 *Date*   Robert M War *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 __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
4/19/84	*George Deal* Dr. George Deal	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
	<u>Unsolicited Reinstating Information (URI) Correspondence</u> Correspondence received from employees, employers, district offices or Internal Revenue Service supplying an SSN for an incomplete wage item or correcting a name or SSN for a previously reported wage item. Information may be on Forms SSA-L451, Letter to Taxpayers Reporting Tip Income or Schedule T, Request for SSN; IRS-941C, Statement to Correct Information; or photocopies of SSA-L1002(A), Request for Social Security Information. If corrections have been made prior to receipt of URI correspondence, the correspondence then results in no action and has no further value. <u>Proposed Disposition</u> (1) ~~Correspondence Requiring No Action~~ ~~Destroy immediately~~ (2) <u>Correspondence Requiring Action</u> Destroy 6 months after processing of all required actions is completed. MASS DATA CHANGE SHEET NOT REQUIRED	NARS JOB#: NC1-47-77-9	1 item

115-107

NNF + Agency Sent 9-10-84 by DMW.