



**RECORD GROUP 47: RECORDS OF THE SOCIAL SECURITY ADMINISTRATION  
WNRC PROJECT**

Items 1- 46 provide one-time disposition authority for the specific accessions listed.

**Social Security Board, Informational Services, 1938-1944**

The Informational Service was one of the initial offices of the Social Security Board established by the Social Security Act of 1935.

**1. Informational Service Files, 1939-1947**

The files are subdivided onto the following four sub-series:

**A. State Files, 1939-12/31/47 Boxes 1-7**

Arranged alphabetically by state and thereunder numerically.

These records mainly consists of outgoing correspondence prepared by the Office of Information Service and copies of various publications related to state unemployment compensation programs and relevant state regulations, rulings, etc. A good portion of the correspondence was created in response to union complaints and requests for copies of rulings issued by the State Unemployment Compensation Commission.

**B. Regional Files, 1939-12/31/47 Boxes 8-40**

Arranged numerically by regional number and thereunder by a decimal system.

Consists of correspondence pertaining to regional efforts to publicize. Also contains copies of publications, editorials, local legislation, speeches, Questions & Answers about SSA. Includes semi-annual regional reports of activities; monthly reports on the public's attitude towards Old Age Survivors Insurance program, employment security, public assistance, labor, regional SSA conferences, and misleading information regarding SSA.

**C. Correspondent Files, 1939-12/31/47 Boxes 41-52**

Arranged alphabetically by correspondent (individual, association or institution). Also known as "Alphabetical 095" files.

**D. Master Files, 1939-12/31/47 ) Boxes 53-115**

Arranged numerically according to a decimal system

Consists of drafts of the text of proposed SSA publications and correspondence related to the creation of future publications. Decimal file # 062.1 contains filmstrip narrations and radio scripts (drafts included). Also includes correspondence related to reproduction and distribution of the films and radio scripts. Files consist of correspondence related to preparation of Social Security publications and preparation of articles.

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: These records warrant preservation because they clearly document program and policy functions, as well as SSB/SSA interactions with agencies on the Federal and state level. The information created for publication and the material regarding the public's perception of the agency are very interesting. These records would augment the relatively sparse textual holdings from the Office of Informational Service already accessioned into the National Archives (See 47.3.2 in NARA Guide). Although the four primary series in this accession all warrant preservation, it is clear that the most valuable part is the Master Files. Due to the numerous cross-references among each of the series, I recommend that the records be preserved in their entirety.

WNRC Accession No.: 47-51A-0151 (Boxes 1-115)

**2. Informational Service Files (Miscellaneous), 1935-6/30/48 Box 116-117**

Box 116 and 117 were not part of the original accession. They were added later by former NCW staff. Box 116 contains Women's Bureau Survey forms and Box 117 contains listing of SSA disbursements.

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

WNRC Accession No.: 47-51A-0151 (Boxes 116-117)

Justification: The survey forms are blank and the disbursement form lists only payment amounts without indicating to whom the payments were made. These records are eligible for immediate disposal.

**3. Field Memoranda, 1938-1944.** Arranged chronologically.

Consists of routine correspondence and memoranda from the Associate Director, Informational Services to all regional Informational Services (IS) representatives.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: This series was used chiefly for transmittal of press releases and publicity materials, which are usually not included. Some folders contain multiple copies of the same document, while other folders are empty. Box 39 does include some informational handouts on the Social Security program and suggested draft speeches, however it is not substantive and does not warrant continual preservation.

WNRC Accession No.: 047-51B0176 (Boxes 31-39)

**4. Numbered Field Memoranda, 1938-1947.** Arranged chronologically and thereunder partially arranged according to a numbering system.

Consists of memoranda from the Associate Director, Informational Services to all regional IS representatives. This series was used chiefly for transmittal of press releases and publicity materials, which are sometimes included. Some boxes include draft speeches on such topics as possible employment opportunities in the Maritime Training Program. Box 53 also contains loose working papers relating to possible revision of field memoranda system.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: According the records, field memoranda were numbered when they concerned subjects "of relative importance." Although these memoranda are numbered, they are of marginal value. These records do no warrant preservation as much of the information contained in these records are captured in other permanent series.

WNRC Accession No.: 047-51D0176 (Boxes 40-53)

**5. Daily Press Service Files, 1937-1948 Boxes 82-97 Arranged chronologically.**

Consists of the following:

Box#82 - Press Clippings (includes journal and trade publication articles)

Box # 83 - Loose Clippings, 1943-1948, roughly arranged by subject (organized in folders and envelopes)

Box#84 Press Digest (binders) Magazine Press, 1937-1941 Consists of brief abstracts of articles appearing in professional journals, business press and labor press. Box 84 also contains Daily Press Digest, 1943-44. These were prepared by SSB and identified as Federal or as state. Many passages asterisked to point out criticisms or adverse statements.

Box#85 -Daily Press Digest- scattered volumes -1938,1941-42, 44

Box#86 - " " Vol. 1939-41

Box#87 - " " Vol. 1939

Box#88 - " " Vol. 1936-37 (vol. dated 12/31/35)

Box#89 - " " Vol. 1936-1938

Box#90- " " loose papers 1942-43

Box#91 - " loose papers, 1943

Box#92 - loose papers ,1944

Box#93 - loose papers, 1945

Box#94 - loose papers, 1946

Box#95 - loose papers, 1946-47

Box#96- 1947-48

Box#97 - 7/1948

Disposition: TEMPORARY. Destroy immediately on approval of this schedule

Justification: These records are of minimal value. They mostly consists of press clippings and comments on various published articles. Contemporary records of this type would be scheduled for disposal under MRM/7/8/2B.

WNRC Accession 47-51O-0176 (Boxes 82-97)

**Federal Security Agency, Office of the Administrator, Division of State Grant-in-Aid Audits**

**6. State Grant-in-Aid Audits, 1936-1944**

This series consists of the following sub-series:

**A. Audit Files (Master), 1936-1944 Boxes 1-16.** Numerically arranged by decimal system. Administrative correspondence of Bureau of Accounts & Audits mainly concerning legislation, budgets and audits of agencies granted Federal funds. Included audits of USES state office payrolls (132.2) and administrative memoranda (300.1), as well as monthly reports of Division of Public Assistance, Bureau of Accounts & Audits (132.2). Box 5 is missing.

**B. Audit Files (Regional), 1936-1944 Boxes 17-23.** Arranged numerically by region and thereunder by decimal system. Regional administrative correspondence, instructions, reports on regional meetings and audits.

**C. Audit Files (State), 1937-1944 Boxes 24-189.** Arranged by type of audit (Employment Security Audits -boxes 24-83, Public assistance audits- boxes 84-181, and civilian war assistance audits- boxes 182-189), thereunder alphabetically by state, and thereunder according to the SSA decimal system. The files consist of correspondence, the audits themselves, and background material (e.g., copies of state laws and regulations governing employment security). The employment security audits cover audits of state and territorial employment services, state and territorial unemployment compensation programs, and merit systems programs. Box 69 is missing.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: These audit files are almost entirely fiscal in nature. The figures and transactions documented in these records are no longer needed for administrative or fiscal purposes by the agency. The audits were conducted and closed without any significant results and would probably yield little research interest. These records do not warrant continual preservation.

WNRC Accession No.: 47-51A-0205 Boxes 1-190. Note: Boxes 69,70,156, 190-200 missing

**Federal Security Agency, Public Health Service Hospital Facilities****7. Hospital Facilities Section Subject Files, 1944-1945** Boxes 201-205

Arranged alphabetically by subject heading.

Subject files of Hospital Facilities Section arranged by subject, i.e. architecture for hospitals, blood plasma, Commission on Hospital Care.

Disposition: TEMPORARY: Destroy immediately upon approval of this schedule.

Justification: Two of the five boxes that make up this portion of the original accession consist of correspondence between members of the Hospital Administrator Correspondence Club. This was a professional organization of hospital administrators and other professionals who exchanged information pertaining to advancements in their field, publication of articles in hospital magazines, meetings, and membership dues. The other subject headings are not substantive and do not warrant continual preservation.

WNRC Accession No.: 47-51A-0205 Boxes 201-205 Note: boxes 206-244 not on shelf.

**8. Quarterly Workload Reports, 1940-1942** Boxes 248-253 Arranged numerically by region and thereunder alphabetically by field office.

Consists of bundles of 5 x 8 cards. (Form OAF-3005, 3006 and 3007) Cards were completed quarterly.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: These cards contain figures relating to the number of claims processed and forwarded to the Central office during a given quarter and those still pending for a number of reasons. These cards have no continuing value.

WNRC Accession No.: 47-51A-0205 Boxes 248-253 Note: 3 boxes numbered 248 and no box 249.

**Social Security Board, Bureau of Old Age & Survivors Insurance, Management Planning and Services**

**9. Survey Files, 1941** Boxes 254-257. Arranged by social security number (Account Number). Consists of copies of Guardianship survey. Mostly loose papers.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: This survey was conducted to gather information to establish a profile on the guardians of children receiving benefits in an effort to determine if someone other than the current fiduciary should have custody of the child and continue to receive the child's benefits. The four page survey (Form OAF-008) is more like an application, as it only captures information such as name, sex, race, age, address, employment history, marital status of the guardian and contains questions regarding the composition of the guardian's home. The administrative needs of these records have expired.

WNRC Accession No.: 47-51A-0205 Boxes 254-257

**10. Management Planning & Service Opinion Cards, 1938-1942** Boxes 258-261. Arranged by state and thereunder by subject. Consists of 5 x 8 cards.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: These cards consists of excerpts and citations of the relevant laws, statutes or agreements governing claims procedures and eligibility for benefits. This information, typed on 5 x 8 cards, was provided by the Office of General Council to various employers and employees in instances where eligibility for benefits or the level of coverage was in question. The majority of the cards are simply stamped "covered." These records do not provide any in depth analysis or additional insight into the operations of the Bureau of Old Aged Survivors Insurance (BOASI), therefore, they are eligible of immediate destruction.

WNRC Accession No.: 47-51A-0205 Boxes 258-261



**11. Management Planning & Services Survey Files, 1944 Boxes 262-264. Unarranged.**

Consists of copies of "Philadelphia Survey of Self-Employed." Includes survey instructions, original survey consolidation tables, Small Business Study Enumeration cards (Form OAA-5044), the completed survey forms, instruction for interviewers and instruction for preparing tables from coding sheets.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: The "Philadelphia Survey of Self Employed" was a survey of small business owners over age 50. It was conducted in 1944. The survey contain questions relating to size of the owner's business, the number of employees, payroll amount and health care costs. However, the records do not contain anything indicating what the purpose of the survey was. Although these records are rather complete, they mostly consist of instructional material for the interviewers and their working papers (Tabulation and Enumeration Cards). The tabulation and enumeration cards, which lists the number of completed and uncompleted interviews, do not provide any information of enduring value. These records do not contain any final reports or results from the survey. Note: These cards are badly deteriorated.

WNRC Accession No.: 47-51A-0205 Boxes 262-264.

**Department of Health, Education and Welfare, Division of State Grant-in-aid Audits**

**12. State Grant-in-aid reports, 1938-1943 Boxes 265-266 Arranged alphabetically by state.** Consists of state grant-in-aid reports and miscellaneous correspondence related to public assistance program.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: The records contain file copies of correspondence between the Director of the Bureau of Public Assistance and various state assistance offices. The preponderance of the correspondence relates to the status pending Federal legislation. Unfortunately, the status reports are very brief (a few lines long) and do not contain commentary. Additionally, most of the material are form letters that are duplicated in each state's file and the one page grant-in aid reports contained in the files, only list figures of the quarterly expenditures and allocations for State Welfare funding.

WNRC Accession No.: 47-51A-0205. Boxes 265-266.

**Records of the Bureau of Public Assistance, 1935-1942**

**NOTE: WNRC Accession # 047-52A203 Boxes 38-73, 88-102, 109-116 & 119-170**

Accession encompasses 106 cu. ft. of records (boxes 88-102 comprise only 10 actual boxes of records), which matches volume of holdings in NWMWA 01 Report.

13. **State Files, 1935 - 7/31/37 Boxes 38-65.** Arranged alphabetically by state and thereunder by subject. Some folders are stamped "General Files, Public Assistance Unit," while the contents of the boxes are described as "state general correspondence pertaining to public assistance programs."

Consists of correspondence between BPA and State Commissioners of Public Welfare regarding state public assistance programs (aid to the aged, aid to the blind, and aid to dependent children).

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: The files include copies of the state plans, copies of state forms and bulletins, and reports of field visits. As the files help explain the establishment of state public assistance programs (or the modification of existing programs in response to Federal requirements), they are clearly of permanent value.

WNRC Accession No.: 47-52A-0203 Boxes 38-54; 59-65.  
47-52B-0203 Boxes 55-58

14. **Subject Files, 1935 - 7/31/37 Boxes 66-71.** Arranged by subject (a listing of headings and titles is located at the front of box 66).

Among the headings for this series are subject files; laws and legal matters; Bureau policies; miscellaneous; regional correspondence; intra-agency correspondence; inter-Bureau correspondence; intra-BPA correspondence; legislative bulletins; press materials; SS releases; statistical data; publications; forms.

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: The records are a mish-mash that has marginal value at best. However, since there are no general files from the Bureau of Public Assistance for this time period among the holdings of the National Archives, these records should be retained permanently.

WNRC Accession No.: 47-52A-0203 Boxes 66-71

**15. State Fiscal Officers' Certificates, 1935-42 Boxes 72-73.** Arranged alphabetically by state.

The boxes, like the SF 135, identify the records as follows: "State Fiscal Officers' certificates re: grant-in-aid material stripped from Accounts and Audits Files, 1935-41." Consists of correspondence certifying the amount of state funds available for Federally assisted programs (aid to the aged, aid to the blind, and aid to dependent children).

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: The records are valueless as they only served as confirmation of the amount of funds disbursed to a particular state.

WNRC Accession No.: 47-52A-0203 Boxes 72-73 **Note: The accession no longer includes boxes 74-87.**

**16. Administrative Surveys Division Reports and Studies, 1935-42 Boxes 88-102.** Arranged alphabetically by state.

Consists of typescript copies of reports prepared by Bureau of Public Assistance (BPA) field representatives, which analyze the operation of state and local public assistance programs; state "red books," which contain copies of correspondence on the approval of state Aid to Dependent Children (ADC) plans, background on state laws and programs, statistical tables regarding ADC recipients, and state and county reports prepared by BPA; chronological summaries of materials relating to approval of Old Age Assistance, Aid to the Blind, and ADC programs. These summaries date back to 1935 in most instances.

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: These reports and studies are worth preserving. The state and local reports provide useful analyses of state and local ADC programs, based on field visits as well as a review of pertinent legislation and regulations. The chronological summaries provide a detailed outline of the negotiation and approval of state plans.

WNRC Accession No.: 47-52A-0203 Boxes 88-102, which amount to only 10 cu. Ft. due to repacking and renumbering. **Note: The accession no longer includes boxes 103-108.**

**17. Working papers relating to surveys and estimates, ca. 1940-47** Boxes 109, 111-116 (Box 110 is missing). The boxes are labeled, somewhat mistakenly, as SSA/BPA - Activities Community Resources (Sheltered Home Care) because only a portion of the records cover this subject.

Boxes 109 and 111-113 consist of individual schedules, worksheets and working papers accumulated in conducting a study of sheltered and home care applicants and recipients (i.e., residents in boarding houses, nursing homes and other institutions), ca. 1942. Boxes 114-115 consist of worksheets, tabulations, and dummy page proofs relating to a study of causes of blindness among AB recipients, 1940-41. Box 116 consists of cost estimates for legislative proposals affecting PA, 1946-47.

Disposition: TEMPORARY: Destroy immediately upon approval of this schedule.

Justification: The records do not include any reports or studies derived from these surveys, nor any documentation of their origin, purpose, or conduct. While original survey schedules might have had potential for research use, its value has been invalidated by a total lack of all documentation relating to the scope of the surveys and the methodology employed.

WNRC Accession No.: 47-52A-0203 boxes 109, 111-116 **Note: box 110 is missing and the accession no longer includes boxes 117-118.**

**18. Field Reports and Correspondence, 1936-50** Boxes 119-134. Arranged alphabetically by state and thereunder chronologically, with some folders labeled "General Files, PA Unit."

By 1950 the field reports have become "current activity reports." Box 134 also includes a sub-series of regional files, 1940-47, consisting chiefly of field reports, field visits by headquarters staff, and "administrative review operating plans," 1940-44, in which states review local application of eligibility standards to ensure appropriate expenditure of tax funds.

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: This series is worth preserving, for it documents developments (legislation, litigation, administrative changes and other initiatives) affecting public assistance programs at the state and local level. It also helps document the relationship between SSA and state and local Public Assistance agencies, as well as SSA's influence on such programs.

WNRC Accession No.: 47-52A-0203 Boxes 119-134

**19. Obsolete State Plans, 1935-51 Boxes 135-148.** Arranged alphabetically by state. Files are stamped "General Files, SSB, PA Unit."

Consists of state plans (AB, OAA, ADC), with cover of folder indicating date of transmittal and date of approval. The plans include legislation, rules and regulations, and some forms, bulletins and administrative manuals.

Disposition: TEMPORARY. Destroy immediately upon approval of the schedule

Justification: These records have value only for documenting plans approved by Social Security Board (SSB). Their usefulness for supplementing the information in the State Files (item 14) is marginal, as they provide no explanations of any changes. In essence, this is a reference file.

WNRC Accession No.: 47-52A-0203 Boxes 135-148

**20. Extracts of Administrative Review Reports, 1943-47 Boxes 149-68.** Arranged numerically by subject.

Identified on the SF 135 as "Administrative Review Reports Cut-up by Subject." Consists of binders containing excerpts from administrative review reports "showing services performed by State agencies with grant-in-aid programs." The initial segment of binders (boxes 149-61) was compiled in 1946 from reports dated 1940-42.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: The extracts seem to be illustrative rather than exhaustive. The latter segment of binders (boxes 162-68) contain clippings taken from various reports and stuffed into envelopes. The clippings contain state responses to questionnaires covering welfare procedures and operations. These records have almost no research value.

WNRC Accession No.: 47-52A-0203 Boxes 149-168

**21. Ledgers of expenditures for grant-in-aid programs, 1936-42 Boxes 169-70.**

The ledgers in box 169 document "record of expenditures by quarter," 1936-42, showing debits, credits and balances. The ledgers in box 170 show estimates and actual appropriations by state, 1936-41. These ledgers are designated "General Files, Accts and Audits Unit," and are annotated "transferred to PA files from A & A files, 9/9/49."

Disposition: TEMPORARY. Destroy immediately on approval of this schedule.

Justification: Contemporary records of this type would be scheduled for disposal under NC1-47-78-19/1. These records have far exceeded the four year retention period prescribed by NC1-47-78-19/1.

WNRC Accession No.: 47-52A-0203    Boxes 169-170

**Bureau of Public Assistance, 1935-42**

**22. General Classified Correspondence Files, 1935-42 Boxes 9-350** Note: Boxes 1-8 are not on shelf and, as unofficial personnel folders, have probably been destroyed. Identified as "general correspondence files," the files comprise the following sub-series:

a. Regional correspondence pertaining to Public Assistance (PA) programs, arranged numerically by region and thereunder via the decimal system. Boxes 9-27. The SF-135 states that the "general schedule" has been partially applied to these files, and the records appear to have been purged of much housekeeping and facilitative material. The documentation includes monthly and quarterly reports of regional directors (317), correspondence and reports for regional conferences, conferences of directors of research and statistics in state PA agencies, plans, and memoranda on the conduct of administrative reviews.

b. Master correspondence files, arranged via the decimal system. Boxes 28-123. The series includes monthly reports of BPA components (317.2/21.2), correspondence related to state ADC plans (and administration of plans) (621) and the handling of "administrative reviews," and special studies (e.g., relationship of UC to relief) (643). Under the PA program, grants were made under a plan submitted by the state and approved by the Social Security Board. Effective January 1, 1940, the Board directed BPA to develop and conduct "a continuing review of state and local procedures and operations, including appropriate review of a sample of case records" with respect to programs receiving Federal grants-in-aid under the Social Security Act. These became known as "administrative reviews."

c. State correspondence files ("092"), arranged alphabetically by state and thereunder numerically via the decimal system. Boxes 124-350. Includes correspondence relating to such matters as state plans and amendments thereto (610), field visits to state offices (623), current

activity reports from BPA regional representatives (623.1), special studies (e.g., "Administration of Public Assistance in California," ca. 1939") (630.3), transmittal of state PA statistics (641.11 and 641.12), and review of state personnel standards (631.3).

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: The series warrants permanent retention in its entirety. These files are essentially complete and document the development and refinement of policies regarding the administration of Federal grant-in-aid programs under the Social Security Act. Additionally, the correspondence contains detailed reports for various state and local offices that came under the purview of the Social Security Bureau of Public Assistance and grants-in-aid programs.

WNRC Accession No.: 047-53A118 Boxes 9-350

**Office of Federal-State Relations, State Technical Advisory Services, 1947-48**

The Office of Federal-State Relations was created after the Social Security Board was abolished and the Social Security Administration (SSA) established in 1946. The Office was "charged with responsibility for developing recommending to FSA policies, methods and procedures in connection with all phases of Federal-State relations carried on within the agency." The State Technical Advisory Services in turn was "charged with responsibility for technical and advisory services to the State social security agencies in the field of merit system and personnel administration," part of OC for SSA. The primary purpose of the unit was to establish personnel standards for agency-wide application under grant-in-aid programs.

**23. General files, 1947-48 Boxes 1-4.** Arranged according to a decimal system.

Comprises the following sub-series:

- a. Correspondence (095, A-Z), 1 in. (box 1).
- b. Decimal files, 6 in. (box 1).
- c. Regional files, 4 in. (box 1).
- d. State files, 3 ft., 1 in., (boxes 1-4). Concerns field visits, approval of changes in state regulations covering personnel administration, and joint examinations.

Disposition: PERMANENT: Transfer to NARA upon authorization of this schedule.

Justification: While these records cover only a limited period of time and involve some topics which are not part of SSA's primary mission, they demonstrate how the use of Federal funds for social programs led the Federal government to regulate how those programs were administered.

WNRC Accession No.: 47-53A-0242 Boxes 1-4.



**Office of Federal-State Relations, State Merit System Services, Personnel Standards Branch, 1941-50**

**24. Children's Bureau obsolete plan material, 1936-1950. Boxes 5-19.** Arranged alphabetically by state.

Consists of job classification and compensation plan material (job descriptions, pay plans), some of which are stamped "Children's Bureau," as well as state rules and regulations. The Children's Bureau required approval of these plans as evidence of proper efficient administration of plans for child welfare services. Also, consists of plans covering public assistance and unemployment compensation, some of which from the early 1940s are stamped "State Technical Advisory Services."

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: These records containing job descriptions, pay plans, staffing levels, and similar documents relate only to the facilitative function of administration, not to a program mission. They do not warrant continual preservation and have far exceeded their temporary use.

WNRC Accession No.: 47-53A-0242 Boxes 5 -19

**25. Bureau of Old Age And Survivors Insurance (BOASI) Subject Files, 1947-48 Boxes 1-15.**

Boxes 1-10 Arranged by Region, thereunder numerically with sub-files for localities.

Mainly consists of correspondence relating to personnel matters i.e., promotion, filling vacancies and correspondence related to closing of trade offices. Also includes speech material.

Boxes 11-15 Arranged by Area Office, thereunder numerically by a decimal system, 1947-1948.

Consists of cover memos to all area offices pertaining to: recruitment, claim reviewing procedures, recording T&P, efficiency ratings.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: These records do not warrant preservation as they relate to routine personnel matters.

WNRC Accession No.: 47-54A-0473 Boxes 1-15

**26. Bureau of Old Age And Survivors Insurance (BOASI) Master File, 1947-48**  
Boxes 16-26. Arranged according to a decimal system.

Documents pertaining to legislation, organizational restructuring, BOASI Newsletters to employees. Also, copies of memorandums to all Regional Directors. (originals maintained with regular files). Many cross references, almost entire boxes.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: Records are of marginal value due to facilitative nature. The memoranda are copies of originals that are maintained with the regular files and the newsletters only served to informally provide information to employees. The newsletters were not an official Bureau publication.

WNRC Accession No.: 47-54A-0473 Boxes 16-26

**Bureau of Old-Age and Survivors Insurance (BOASI), Division of Claims Control**

**27. Control Ledgers and Child Diary Accounts, 1940-45.** Boxes 1-3. Arranged chronologically.

Control ledgers for benefit payment accounts and child diary accounts from 1940-1945. Records consist of Ledger Sheets (Form OA-C116 and Form OA-C120). Box 3 contains a ledger of lump-sum payments.

Disposition: TEMPORARY: Destroy immediately upon approval of this schedule.

Justification: The standardized ledger sheets list dollar amounts of benefit payments. These are administrative records that have far exceeded their usefulness to the agency.

WNRC Accession No.: 47-54A-0587 Boxes 1-3.

**Bureau of Old Age Survivors Insurance, Personnel Division****28. Employee Survey Material, 1946 Boxes 1-2. Unarranged.**

Consists of correspondence, statistical compilations, minutes of committee meetings, work papers, and background materials.

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: The Employee Relations Committee conducted a carefully organized survey of 3,841 SSA Baltimore office employees in 1944. The results were published in Director's Bulletin No. 135, October, 1945. These records are complete in documenting the work of the committee and the response of the Executive Staff to the committee's recommendations and the actions taken to correct poor working conditions. Moreover, the records provide a useful overview of working conditions and employee attitudes in one of the largest Federal facilities during World War II. Among the issues addressed by the committee was the presence of all-Negro units within SSA. The records are worth preserving despite a significant volume of working papers.

WNRC Accession No.: 47-55A-0405 Boxes 1-2

**29. Records Relating to the "Why" survey of existing operations and activities of BOASI, 1940-1942. Box # 3 (OVERSIZED) Unarranged.**

Consists chiefly of blank forms and working papers (termed "operational analysis of activities"). This box included blank forms for "WHY" survey and "Operational Analyzed Activities." .

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: The "Why" survey was conducted to address issues related to wartime personnel shortages and create policies designed to promote work simplification and elimination of non-essential and duplicative functions. This program was aimed at eliciting employee suggestions for saving time, money and materials. The suggestions cover such facilitative and processing matters as use of forms, workflow, handling of claims, and obtaining of social security cards. The records include no final report or other substantive documentation. As the survey seems to have been nothing more than an employee suggestion program that covered procedural matters, the records do not warrant preservation.

WNRC Accession NO.: 47-55A-0405 Box 3 (Note: Box 3 is oversized and is reflected on 01 as two cubic feet. There is no box 4)

**Health, Education and Welfare, Social Security Administration, Research & Statistical Unit, 1935-1945**

30. **General Correspondence, 1935-1945** Boxes 1-149. General correspondence and reports regarding the Social Security program. Divided into master, regional, state and subject categories.

Boxes 1-131 - General Correspondence arranged according to a decimal system

Boxes 132-137 - General correspondence arranged alphabetically by country or state, thereunder according to a decimal system

Box 138 - General Correspondence arranged numerically by region

Boxes 139-149 - General Correspondence arranged by person, firm or association.

Disposition: TEMPORARY: Destroy immediately upon approval of this schedule.

Justification: The Preliminary Inventory of the Records of the Social Security Administration states that "There was a Central File for the deposit of all Social Security Board records except those of the members and the Executive Director. Nevertheless, some bureaus and offices established their own files and did not send copies of their correspondence to the central file." These records are in the same arrangement and cover nearly the exact time period. (The Central File covers 1935-1947.) Since these records duplicate those already accessioned into the National Archives (see 47.3.1 in Guide to Federal Records in the National Archives), they are disposable.

WNRC Accession Nos.: 47-57B0315, 47-57C0315, and 47-57D0315 Boxes 1-149.

**31. Work Plan Reports, 1946 - 1950 Boxes 1-4.** Arranged chronologically by year thereunder by Division.

Contains monthly and annual reports from the Director of the Bureau of Old Age Survivors Insurance (BOASI) and annual reports to the Director from various Divisions. Division Report include: Accounting Operations, Claims Control, Claims policy, Field Operations, Management Planning and Services, Personnel, Program Analysis, Training and Publication Services.

Divisional Monthly Work Plan Reports, 1946-1950  
 Bureau Monthly Work Plan Reports, 1944 - 1951  
 Bureau Divisional Work Plans 1943 - 1950

Disposition: PERMANENT: Transfer to NARA upon authorization of this schedule.

Justification: These records are detailed monthly reports that document all phases of BOASI operation on both the bureau and divisional level. This accession also contains the Director's Numbered Bulletins. Many of these Bulletins provide a summary of the detailed monthly reports that should prove to be valuable to researchers. The records are well organized, labeled and in very good condition.

WNRC Accession No.: 47-58A-0393 Boxes 1-4

### **Bureau of Public Assistance**

**32. State Grant Docket Files, FY 1949- FY 1952. Boxes 116-124.** Arranged alphabetically by state.

Contains State Grant Dockets consisting of quarterly computations of amounts to be certified to the Secretary of the Treasury for Public Assistance grants under the Social Security Act and reports of estimated expenditure and funds available. Figures are listed on Form PA-110 and divided into four categories: Old Age, Blind, AID and Totally Disabled. Reports form the following states only: Alabama, Connecticut, Colorado, Kansas, Kentucky, Montana, Nebraska, New Mexico, New York, North Carolina and Wyoming

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule

Justification: The records consist of hundreds of copies of the PA-110 form, which lists figures of estimated expenditures. They are administrative records that have far exceeded their facilitative value.

WNRC Accession No.: 47-58B-0832 Boxes 116 – 124

**33. Pentagon Federal Credit Union Files, 1940**

Arranged chronologically (Daily)

Consists of check stubs, canceled checks, deposit and withdrawal slips, bank statements and rolls of unused register-like tapes. Box 28 also contains letters received from PFCU members and potential members requesting loans, membership information, address updates, etc.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: These routine records have far exceeded usual temporary retention periods for administrative and financial values.

WNRC Accession No.: 47-61A3272 Boxes 1-28, 30-33, 35-37 and 40 (Only 36 total boxes)

**34. Time and Attendance Logs, 1944-1946 Box # 217**

Arranged alphabetically by main subject heading thereunder by sub-headings. Note: This box only half full and only contains files with PERSONNEL as the subject heading.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: Time and attendance records such as these would be scheduled under General Records Schedule 2, item 8 and retained for 6 years. These records have long passed this standard approved disposition.

WNRC Accession No.: 47-64G-0751          Box 217

**Health, Education and Welfare, Social Security Administration, Bureau of Hearings and Appeals**

**35. General Correspondence and Monthly Reports, 1959-1964 Box 1-11.** Arranged Chronologically. Records received from Charlottesville, Virginia Regional Office. Includes general administrative files on such topics as personnel issues, equipment travel, as well as monthly reports and copies of numbered memos from Director of Operations, Office of Hearings and Appeals.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: Contemporary records like these would be scheduled for disposal under RCS MRM/7/10/A1. These records no longer warrant retention.

WNRC Accession No.: 47-67A-0270 Boxes 1-11

#### **Office of the Director of the Bureau of Data Processing and Accounts**

**36. Official Files, 1/1969 - 12/31/1969 Boxes 1-5.** Arranged alpha- numerically according SSA Files Manual. (Each file folder has a subject heading.)

Records consists of administrative files from the Office of the Director of Data Processing and Accounts. Records pertain to reimbursements, travel reports, position classifications and job evaluations and earning statements.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: These routine records have far exceeded usual temporary retention periods for administrative and financial values.

WNRC Accession No.: 47-70A-4890 Boxes 1-5

### **Bureau of Disability Insurance, Division of Management and Appraisal -Statistics Branch**

The major duties of the Statistics Branch is to manage the Bureau of Disability Insurance statistical programs and systems to provide continuing quantitative statistics on disability workloads, processing times, related operating experiences, and on medical demographic and other characteristic of disability beneficiaries.

#### **37. Disability Program Statistical Tables, 1957-1969 Boxes 1-30.**

Consist of computer printouts of statistics related to disabled worker data. The statistics are set up in tables that give number of cases, percentage of cases, cumulative annual cases., etc.

Disposition TEMPORARY: Destroy immediately upon approval of this schedule.

Justification: These records consist of paper outputs of raw data that were apparently derived from systems used by the Statistic Branch to produce various reports which appear to already have been accessioned into NARA. See the NARA Guide 47.5, Research of the Office of Research and Statistics. An additional factor underscoring the lack of research value is that the computer paper is in very poor condition and some printed data is nearly illegible due to faded ink.

WNRC Accession No.: 47-70A-6691 Boxes 1-30.

### **Health, Education, and Welfare, Social Security Administration, Office of Research and Statistics**

#### **38. Subject Files, 1960-1964 Boxes 1-11.** Divided into master, regional, state and subject categories and arranged by decimal system.

Consist of general correspondence and reports regarding the research portion of the Social Security program.

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: These records compliment the sparse textual records of the Office of Research and Statistics already accessioned into the holdings of the National Archives (See 47.5 in NARA Guide) Contains interesting material on such items as the surplus food program.

WNRC Accession No.: 47-71A-1974 Boxes 1-11



**Health, Education, and Welfare, Social Security Administration, Office of the Actuary**

39. **Actuarial Subject Files, 1960-1964** Boxes 1-14. Arranged according to a decimal system.

Consists of master file of general correspondence and reports regarding actuarial subjects.

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: Records provide excellent documentation on the SSA's analysis of the cost of providing hospital benefits, disability benefits, administering the Public Welfare Program and creation of eligibility standards for benefits. The subjects covered by this material directly relate to the mission of the Social Security Administration. Includes interesting material on such subjects as how long do people live and is Social Security sufficiently funded.

WNRC Accession No.: 47-71A-1975 Boxes 1-14

**Bureau of Disability Insurance, Division of Field Disability Operations - Field Operations Branch**

**40. General Correspondence, 1960-1967. Box 1-8 Arranged by state.**

Consists of General Correspondence, Budget Reports and Production Reports. The budget material labeled "877 file" contains several copies of Budget Bureau form 72-R520.5. This form was used to report state agency production for OASI disability program. The form identified number of cases, cases disposed, pending cases, cases needing additional information, etc. The correspondence was between regional representatives of the Bureau of Disability Insurance and various state agencies. Each state listed has folders labeled "877 file", "Visit files", and "Budget Files"

Box # 1 - (Delaware) FY 60-65

Box#2 - (Maryland, District of Columbia) FY 63-67

Box#3 - (Texas, Arkansas, Oklahoma, Louisiana, New Mexico) FY 63-67

Box#4- (Virginia, West Virginia) FY 64-67

Box#5- (Michigan, Ohio, Illinois, Wisconsin) FY 63-67

Box#6 - (Wisconsin, Minnesota, Indiana, Michigan) FY 61

Box#7 - (Chicago, Cleveland) FY61-66

Box#8- (Michigan, Ohio) FY 61-66

Disposition: TEMPORARY: Destroy immediately upon approval of this schedule.

Justification: These files relate only to the coordination of work planning and the visit program of regional offices and reviews of State agency budget requests. These files are of a routine administrative and fiscal nature and have far exceeded the usual retention period for this type of record.

WNRC Accession No.: 47-71A-3579 Boxes 1-8

**Department of Health, Education and Welfare, Social Security Administration, Office of Family Assistance, Special Program Staff.**

**41. Vietnamese Refugee Health Records, 1973-76 Boxes 1-109**

Arranged alphabetically by name of refugee center thereunder sequentially by Alien registration number.

Records of the Indochinese Refugee Assistance Program. Consist of medical records of Vietnamese Refugees treated at the following refugee centers: Elgen AFB, Fort Indiantown Gap, Fort Chaffee, Camp Pendelton, USN Regional Medical Center, FPO San Fransisco California, NSD Subic Bay Philippines. Each box contains hundreds of multicolor folders containing few documents.

Each file has patient name, alien identification number, age and barrack number. Some files indicate the patient height, weight and blood pressure. The files document the diagnosis and treatment of illness ranging from minor scrapes to heart problems. Files contain all or some of the following standard forms:

SF 398 - Medical Examination of U.S.A Applicant (Dept. Of State)

SF 501 - Diagnostic Summary

SF 502 - Narrative Summary

SF 508 - Doctor's Orders

SF 509 - Doctor's Progress Notes

SF 536 - Pediatric Nursing Notes

SF 545 - Lab Report

Disposition: TEMPORARY. Schedule for destruction in January of 2002.

Justification: These records were originally scheduled under NCI 90-77-3 Item 26A(2). The SF 135 indicates a SSA schedule for these records are pending. A conversation with SSA Records Officer, Bill White confirmed that this schedule was never submitted because SSA was no longer responsible for the administration of this program shortly after the records were retired. The 25 year retention period originally applied to these records under NC1-90-77-3 Item 26A(2) is adequate. These records will be eligible for disposal in 2002/01

WNRC Accession No.: 47-78-0111 (NOTE: Boxes marked 90-78-0381) Boxes 1-109.

**42. Vietnamese Refugee Health Records, 4/1975 -11/1975** Boxes 1-59 (box # 43 is missing)

Records are all from the refugee center in Camp Pendelton, CA

Boxes 1-57 - Health records

Boxes 58-59 - Computer index cards with name and ID number.

Each file has patient name, alien identification number, age and barrack number. Some files indicate the patient height, weight and blood pressure. The files document the diagnosis and treatment of illness ranging from minor scrapes to major cardiac conditions. Files contained all or some of the following standard forms:

SF 398 - Medical Examination of U.S.A Applicant (Dept. of State)

SF 501 - Diagnostic Summary

SF 502 - Narrative Summary

SF 508 - Doctor's Orders

SF 509 - Doctor's Progress Notes

SF 536 - Pediatric Nursing Notes

SF 545 - Lab Report

Disposition: TEMPORARY. Destroy in January of 2001

Justification: The 25 year retention period originally applied to these records under NC1-90-77-3 Item 26A(2) is adequate. These records will be eligible for disposal in 2001/01.

WNRC Accession No.: 47-78-0112 Boxes 1-59.

**43. Regional Conference Files, 1940-1949 & 1952-1953. Boxes 1-2.** Arranged numerically, thereunder by name of region and chronologically by date of conference

Each folder consists of copies of conference agenda, materials and meeting summaries

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule.

Justification: These records not only document the agendas of various Regional Conferences, they also contain summary notes of the issues discussed and transcripts of panel discussions. Some of the issues discussed were: What is the Old Age Survivors Insurance program to accomplish? Was it ever proposed that payment from this program care for the whole support of the person who has actually suffered presumptive loss? Some files contain detailed reports from regional directors submitted after conferences summarizing their personal views on a particular topic and the conference as a whole. Although only approximately half the files contain the summary note and transcripts, the records are worth preserving as the document the formulation of agency policy.

WNRC Accession No.: 47-79-0074 Boxes 1-2

### **Office of Program Operations**

**44. Organization Planning and Policy Records, 1959-1966 Boxes 1-7.** Arranged according to region thereunder by subject headings.

The records primarily relate to "Advanced Management Training" Conferences held between 1960 and 1966. The entire first box and part of box two contain transcripts of speeches and remarks by consultants hired to address the management trainees. The remainder of box two through box 5 contain files labeled "consultant Info sheets" that consists of the same four documents: 1. Loyalty Affidavit - a signed statement pledging loyalty to United States. 2. Release form giving SSA permission to film and disseminate consultant's presentation, 3. Service Contract that stipulates consultant's fee. 4. Consultant Information Sheet containing a brief biography and résumé of the consultant. The remainder is correspondence involving certificates of completion.

Disposition: TEMPORARY: Destroy immediately upon approval of this schedule.

Justification: These records have only administrative value in facilitating training from an outside contractor. They have far exceeded a retention period for SSA use and have no evidential or informational value to warrant permanent retention.

WNRC Accession No.: 47-79-0105 Boxes 1-7

**45. Official Correspondence, 1937 Box 1** Arranged by subject heading.

Box#1 - Consists of correspondence pertaining to the following:

Employment Wages and Statistics, 1973  
 Outline of Duties in a field office, 2/1937  
 Claims Loads - Region XII, 1937  
 Budget, 1937

Disposition: PERMANENT: Transfer to NARA upon authorization of this schedule.

Justification: The content of these records are closely related to, but do not appear to duplicate, records of Official Correspondence of former Commissioners scheduled as permanent under MRM/07/3/A2. The records should be accessioned to provide complete documentary evidence of the Commissioner's decisions and actions.

WNRC Accession No.: 47-80-0105 Box 1

**46. Regional Conference Files, 1941-43 & 1961-63. Box 2-3** Arranged numerically, thereunder by name of region and chronologically by date of conference

Each folder consists of copies of conference agenda, materials and meeting summaries.

Box#2

Agendas for Regional Conferences, 1941-1943 & 1961-1963  
 Files consists of agendas, summaries/abstracts of meetings  
 Topics include: maintaining employee wage records, handling claims for benefits, serving beneficiaries, managing field offices and manpower, prospective revisions of Title II

Box#3

Agendas of Regional Representatives Conferences, 1944-1947, 1950-1959, 1963 interspersed with loose papers

Disposition: PERMANENT. Transfer to NARA upon authorization of this schedule. Discretion will be used during archival processing to sort and dispose of non-conference material.

Justification: These records compliment the conference agendas proposed for permanent retention in item 43.

WNRC Accession No.: 47-80-0105 Boxes 2-3

**47. Commissioner's Background Files, 1939-1956** Boxes 4-5, 7-8, 11 Unarranged.

Consists of the following:

Box #4 "Social Security Act Amendments, 1939-1956

Consists of miscellaneous legislative notes, articles and bulletins

Box#5 Box contains binder with several photos of Mr. Fred C. Rodgers, 1st SSA District Manager in U.S., with Houston District Office staff, 1962. Photographs are caption with a list of subjects on back. Also, award from University of Texas and Newspaper clipping of 3/1/68 Houston Post article.

Personal Files of past Director of FTCU, Claude R. Orchard 1934-1953. Consists of correspondence and copies of speeches. I large folder labeled "Correspondence Course" contains pamphlets, circulars and other course materials. Course was offered to Junior Field Personnel by the SSA Training Division. Course had a total of 17 Lessons. The box only has material from lesson #1 "Survey Of Social Security Act"

1 hardcover book, Introduction to Modern Business signed by co-author Eugene Hughes.

Box # 7 Miscellaneous Hearing Materials, 1953 - contains bound soft cover volumes of SSA Hearing Material from various committees (copies of the text of bills).

Box # 8 SSA statistical computations, 1938-40, 1944-50, 1953-55.

HEW Office of Public Information "HEW Item" Newsletters (January - June 1961 Green Sheets)

Collection of Clippings - copies of hundreds of articles related to SSA compiled into a booklet.

Box # 11 Employment Security Memorandum, 1939-1942 Arranged numerically.

Consists of Employment Security Memoranda numbers 1 through 16. (2 in)

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: This accession originally contained mixed series as evidenced by the SF 135's description of the records as "Official Correspondence Files consisting of the Commissioner's background files." The Official Correspondence, which comprised boxes 6, 9, 10 and 12 was identified, re-scheduled as permanent under MRM/07/3/A2, and transferred to NARA in January 1995. The remaining "background files" are mostly personal files of former SSA officials that are incomplete, unarranged, and largely consists of non-record material.

WNRC Accession No.:       47-80B-0105 Boxes 4-5  
                                   47-80D-0105 Boxes 7-8  
                                   47-80F-0105 Box 11