

MARA

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-47-86-1
1 FROM <i>(Agency or establishment)</i>		DATE RECEIVED	11-15-85
2 MAJOR SUBDIVISION <u>Health & Human Services</u>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <u>Social Security Administration</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER <u>International Program Service Center</u>	5 TELEPHONE EXT 934-5770	DATE 2-24-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 8/28/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<u>Foreign Check Listings</u> <u>Description of Records</u> These are lists of checks issued by the Treasury Department to beneficiaries residing in foreign countries. The listings are for both checks issued on the third of each month and for special checks issued after the third-of-the-month checks. The latter listing is referred to as the Prior Month Accrual or PMA. The third-of-the month check listings are created by the Treasury Department in two forms, paper and microfilm. The PMA listings are created in paper form only. The microfilm identifies checks issued and lists them in numerical sequence grouped by consular code. The listings also show the name and address of the payee, the social security number, and the amount of the check. Paper listings contain only the check number, account number and the amount of the payment. Microfilm and paper have been received since August 1984. Prior to that, only paper listings were received. INTPSC is currently filming the paper listings for the period January 1983 through July 1984. The records are used in resolving non-receipt of check problems to indicate whether the Treasury Department issued the check in question.		

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>Disposition</u> 1. <u>Microfilm</u> Destroy when 7 years old 2. <u>Paper Check Listings</u> a. Listings covering checks issued prior to January 1983: Destroy when 7 years old. b. Listings covering checks issued January 1983 through July 1984: Destroy after microfilm has been reviewed and accepted. c. Listings covering third-of-the month checks issued after July 1984: Destroy when 6 months old. d. PMA Listings: Destroy when 1 year old.		