

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.	NI-47-87-2
		DATE RECEIVED	3-19-87
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
Department of Health and Human Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION			
Social Security Administration			
3. MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
Office of Central Operations		7-20-87	<i>Frank B. Burke</i>
4. NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE EXT.	
William H. Jones		FTS 934-5770	
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 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
3/17/87	<i>George Deal</i> Dr. George Deal	Department Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p><u>Representative Payee Files</u></p> <p>These files consist of various forms used to apply for representative payee (rep. payee) status, to report and monitor rep. payee's use of funds received for beneficiaries, and to verify custody. Included are forms SSA-623-SM/-F3, Representative Payee Report; SSA-624-F4, Payee Evaluation Report; SSA-625, Report by Former Representative Payee (Closeout Statement); SSA-629-SM/-F3, Custody Report; the SSA-11-BK, Request to be Selected as Payee; and equivalent forms.</p> <p>When reported data is questioned on the SSA-623 accounting form or the SSA-629 custody report, the questions are either resolved through direct rep. payee contact by the reviewing office or, if this does not resolve the issue, through field office development using the SSA-624 under certain mandated conditions. The SSA-623, SSA-624 and SSA-629 are used as evidentiary documents in civil or criminal prosecution of misuse cases. The SSA-625 documents the amount of conserved funds held by the former onsite rep. payee that will be sent to SSA for recertification or transferred directly to the new rep. payee or beneficiary. The SSA-11BK documents a payee applicant's interest and concern, the custody situation and the existence of other potential applicants. The applicant</p>	<p>NC1-47-79-13</p> <p>NC1-47-82-3</p>	<i>10 items</i>

also attests to having been informed about his/her duties, responsibilities and liabilities and agrees to these conditions. It is the primary tool used in determining whether to appoint the applicant as a rep. payee.

Proposed Disposition

The following disposition actions take place after the close of the calendar year in which either the report is filed or questions are resolved, whichever is later:

<u>Form</u>	<u>Type of Claim</u>	<u>Disposition</u>
1. SSA-623	a. Title 2	Destroy after ^{when} 2 years old,
	b. Title 16 or Concurrent	Destroy after ^{when} 2 years old,
2. SSA-624	a. Title 2	Destroy after ^{when} 2 years old,
	b. Title 16 or Concurrent	Destroy after ^{when} 2 years old,
3. SSA-625	a. Title 2	Destroy after ^{when} 2 years old,
	b. Title 16 or Concurrent	Destroy after ^{when} 2 years old,
4. SSA-629	a. Title 2	Destroy after ^{when} 2 years old,
	b. Title 16 or Concurrent	Destroy after ^{when} 2 years old,
5. SSA-11BK	a. Title 2	With claim folder
	b. Title 16 or Concurrent	With claim folder

Note: In cases of suspected or alleged misuse or fraud, rep. payee files are to be filed in the claims folder for Title 2, Title 16, or concurrent cases.

Revised
2/27/07
NIRL