

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
Department of Health & Human Services

2 MAJOR SUBDIVISION  
Social Security Administration

3 MINOR SUBDIVISION  
Office of Disability

4 NAME OF PERSON WITH WHOM TO CONFER  
*Patricia J. Glover*  
Patricia J. Glover, SSA Records Officer

5 TELEPHONE  
(410) 965-6108

LEAVE BLANK (NARA use only)

JOB NUMBER  
*N1.47.94.3*

DATE RECEIVED  
*9.14.94*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE *12/19/94* BY ARCHIVIST OF THE UNITED STATES *James W. Moore*

## 6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
SEP 8 1994

SIGNATURE OF AGENCY REPRESENTATIVE  
*A. Prentice Barnes, Sr.*  
A. Prentice Barnes, Sr.

TITLE  
DHHS Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>DISABILITY DETERMINATION SERVICES RECORDS</p> <p>See attached.</p> <p><i>Copies sent to agency 12/2/94</i></p>		

## Disability Determination Services Records

The following series of records are created or received by the Disability Determination Services (DDS), State Agencies in implementing Title II and XVI of the Social Security Act. The DDS, under regulations, makes the medical determination for claimants who apply for Disability Insurance (DI), and Supplemental Security Income (SSI) benefits alleging a disability.

### 1. Residual Files

Files containing copies of disability claims materials. Documents may include copies of Form SSA-831-U3, Disability Determination and Transmittal; Form SSA-833, Cessation or Continuance of Disability Determination and Transmittal; related case materials; or equivalent documents. Record copies of documents are retained in the DI or SSI claims folders which are maintained by SSA.

### State Agencies Working Copies

#### Proposed Disposition:

Retain until claim is adjudicated and then dispose of materials when no longer needed.

Disability and Determination Services Records

Agency Concurrences:

*Lenore Carlson*  
OD Representative

7-27-94  
Date

*Patricia J. Glover*  
SSA Records Officer

8-8-94  
Date