

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-47-96-1	DATE RECEIVED 11-21-95
1. FROM (Agency or establishment) Social Security Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Central Records Operations		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER William White	5. TELEPHONE (410) 965-2596	DATE 2/1/96	ARCHIVIST OF THE UNITED STATES James J. Carey

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 NOV 13 1995	SIGNATURE OF AGENCY REPRESENTATIVE <i>William White</i> Patricia J. Glover	TITLE SSA Records Officer
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>EMPLOYER REPORTS OF WAGES PAID AND RELATED RECORDS</u></p> <p><u>Forms W-2, and W-3</u></p> <p>These forms consist of original copies of employer reports of wages paid and related transmittals. Beginning with the year 1978, wages are reported annually on the Department of the Treasury Form W-2, Wage and Tax Statement; Forms W-3, Transmittal of Income and Tax Statements; or their equivalents.</p> <p><u>Legible Employer Records</u></p> <p><u>Paper Documents</u></p> <p>Destroy forms W-2, and W-3 after they have been completely processed. (The Social Security Administration no longer processes forms W-2P.)</p>	<p>NC1-47-79-11 Item b. 1. For Forms W-2 and W-3 only.</p>	

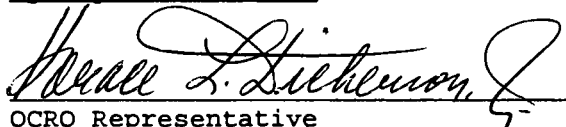
Rationale:

Beginning in 1978, wages were reported annually on the Department of Treasury Form W-2, Wage and Tax Statement; Form W-2P, Statement for Recipients of Periodic Annuities, Pensions, Retired Pay, or IRA Payments; Forms W-3, Transmittal of Income and Tax Statements; or their equivalents. Since that time, the Office of Central Records Operations has been following disposition authority:

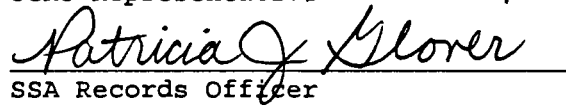
NC1-47-79-11, item b. 1., which states:  
Destroy forms W-2, W-2P and W-3 received during the processing year 30 days following the end of such processing year.

SSA has streamlined and reduced the number of locations where they process forms W-2 and W-3 from three to one. However, space has become a critical issue at this center for the storage of these forms once they have been processed. Reducing the retention period will solve the space problem. SSA would like to destroy forms W-2 and W-3 after they have been completely processed since this information is stored on microfilm and on electronic media. SSA no longer processes forms W-2P and needs to eliminate this reference from the records schedule.

Agency Concurrences:

  
OCRO Representative

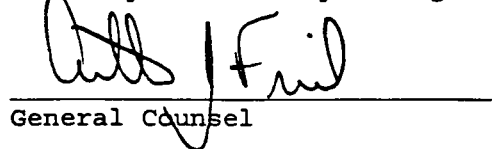
11/3/95  
Date

  
SSA Records Officer

7/21/95  
Date

Office of the General Counsel Certification:

I have reviewed the record descriptions and their respective proposed dispositions. I am of the opinion that the records will be maintained for a period of time sufficient to protect the legal and financial rights of the Government and of people directly affected by the Agency's activities.

  
General Counsel

8/30/95  
Date