

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N9-47-00-06</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received JAN 10 2000	
1 FROM (Agency or establishment) Social Security Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Stanley Nusenko	5 TELEPHONE NUMBER 410/965-8987 FAX 410/966-1704	DATE <i>5-8-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 _____ page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>11/23/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank T. Cigno</i>		TITLE SSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	General Files Common to Most Offices (See attached submission in response to NARA Bulletin 99-04)		

JUN 21 2000
115-109

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MODEL II FINAL

**OFFICE OF PUBLICATIONS AND LOGISTICS MANAGEMENT
SOCIAL SECURITY ADMINISTRATION**

General Files Common to Most Offices

Records accumulated by Administrative Offices through out SSA

Administrative Records accumulated by SSA components, which share a commonality in recordkeeping or at least cross component or program lines

- a Electronic copies created on electronic mail and word processing systems for all GENERAL FILES COMMON TO MOST OFFICES under the GEN file code for all series covered by NARA Disposition Job numbers [NC1-47-78-12 (11 d)], [NC1-47-78-12 (1 F)], [NC1-47-78-12 (1 G)] and [NC1-47-78-12 (1 J)], (4 items, 4 temporary)

Disposition Delete after recordkeeping copy has been produced

- b Electronic copies created on electronic mail and word processing systems for all ADMINISTRATIVE INSTRUCTIONS FILES under GEN file code for all series covered by NARA Disposition Job number [NC1-47-81-9 (1 E)], (1 items, 1 temporary)

Disposition Delete after recordkeeping copy has been produced

- c Electronic copies created on electronic mail and word processing systems for all MANAGEMENT SURVEYS AND REPORTS under GEN file code for all series covered by NARA Disposition Job numbers [NC1-47-81-9 (IV L 1)], [NC1-47-81-9 (IV L 2)], [NC1-47-81-9 (1 F)], [NC1-47-81-9 (III A)], [NC1-47-81-9 (VI F 2)], [NC1-47-78-12 (II F)], [NC1-47-78-12 (II F 1)], [NC1-47-78-12 (II F 2)] and [NC1-47-78-12 (II G)], (9 items, 9 temporary)

Disposition Delete/Destroy when dissemination, revision, or updating is completed

- d Electronic copies created on electronic mail and word processing systems for all ADMINISTRATIVE PLANNING FILES under GEN file code for all series covered by NARA Disposition Job numbers [NC-47-75-7 (VII A)], [NC-47-75-7 (VII B)], [NC-47-75-7 (VII B 1)] and [NC-47-75-7 (VII B 2)], (4 items, 4 temporary)

Disposition Delete after recordkeeping copy has been produced

- e Electronic copies created on electronic mail and word processing systems for all OPERATIONAL PLANNING FILES under GEN file code for all series covered by NARA Disposition Job number [NC-47-75-7 (V A)], [NC-47-75-7 (V A 1)], [NC-47-75-7 (V A 2)] and [NC-47-75-7 (V A 3)],(4 items, 4 temporary)

Disposition Delete after recordkeeping copy has been produced

- f Electronic copies created on electronic mail and word processing systems for all DELEGATION OF AUTHORITY FILES under GEN file code for all series covered by NARA Disposition Job numbers [NC-47-75-7(V B)], [NC-47-75-7(V B 1)], [NC-47-75-7(V B 2)] and [NC-47-75-7 (V B 3)], (4 items, 4 temporary)

Disposition Delete/Destroy when superseded or canceled

- g Electronic copies created on electronic mail and word processing systems for all MANAGEMENT INFORMATION REPORTS under GEN file code for all series covered by NARA Disposition Job number [NC1-47-75-7 (VIII A)], [NC1-47-81-9 (VIII E)], [NC1-47-81-9 (VIII E 1)], [NC1-47-81-9 (VIII E 1 b)], [NC1-47-81-9 (VIII E 2)], [NC1-47-81-9 (VIII E 2a)], [NC1-47-81-9 (VIII E 2b)] and [NC1-47-81-9 (VIII E 3)], (8 items, 8 temporary)

Disposition Delete/ Destroy when dissemination, revision or updating is completed

- h Electronic copies created on electronic mail and word processing systems for all REPORTS MANAGEMENT FILES under GEN file code for all series covered by NARA Disposition Job numbers [NC1-47-75-7 (IX)], [NC1-47-75-7 (IX A)], [NC1-47-75-7 (IX B)], [NC1-47-75-7 (IX C)], and [NC1-47-81-9 (1 1 2)], (5 items, 5 temporary)

Disposition Delete/ Destroy when dissemination, revision or updating is completed

- i Electronic copies created on electronic mail and word processing systems for all COMMITTEE MANAGEMENT FILES under GEN file code for all series covered by NARA Disposition Job numbers [NC-47-75-7 (X)], [NC-47-75-7 (X A 1)], [NC-47-75-7 (X A 2)], [NC-47-75-7 (X B)], [NC-47-75-7 (X C)], [NC-47-75-7 (X D)], [[NC-47-75-7 (X D 1)] and [NC-47-75-7 (X D 2)], (8 items, 8 temporary)

Disposition Delete after recordkeeping copy has been produced

- j Electronic copies created on electronic mail and word processing systems for all CONFERENCE MANAGEMENT FILES under GEN file code for all series covered by NARA Disposition Job numbers [NC-47-75-7], [NC-47-75-7 (X I A)], [NC-47-75-7 (X I A 1)], [NC-47-75-7 (X I A 2)], [NC-47-75-7 (X I B)], [NC-47-75-7 (X I B 1)] and [NC-47-75-7 (X I B 2)], (7 items, 7 temporary)

Disposition Delete after recordkeeping copy has been produced

- k Electronic copies created on electronic mail and word processing systems for all EMERGENCY AND CIVIL DEFENSE PLANNING under GEN file code for all series covered by NARA Disposition Job numbers [NC-47-75-7 (IV)], [NC-47-75-7 (IV A)], [NC-47-75-7 (IV B)], [NC-47-75-7 (IV B 1)], [NC1-47-75-7 (IV B 2)] and [NC1-47-75-7 (IV C)] (6 items, 6 temporary)

Disposition Delete/ Destroy when dissemination, revision or updating is completed