

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N9-47-00-09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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. Cal</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. Clyn</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Information Resources Management Files (See attached submission in response to NARA Bulletin 99-04)		

Copy to: agency

MODEL II FINAL

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

Information Resources Management Files

Records accumulated by Office of Information Resources

- a Electronic copies created on electronic mail and word processing systems for all INFORMATION RESOURCES MANAGEMENT FILE under the IRM file code for all series covered by NARA Disposition Job numbers [NC-47-75-6 (I B)], [NC-47-75-6 (I C)], [NC-47-75-6 (I D)], [NC-47-75-6 (I D 1)], [NC-47-75-6 (I D 2)], [NC-47-75-6 (II A)], [NC-47-75-6 (II B)], [NC-47-75-6 (II B 1)], [NC-47-75-6 (II B 2)], [NC-47-75-6 (II C)], [NC1-84-10 (1)], [NC1-47-81-3 (I B)], [NC1-47-81-3], [NC1-47-81-3 (I C 1)], [NC1-47-81-3 (I C 2)], [NC1-47-81-10 (2)], [NC1-47-81-9 (VIII A)], [NC-47-75-11 (III A)], [NC-47-75-11 (III B)], [NC-47-75-11 (III C)], [NC-47-75-10 (B)], [NC-47-75-10 (E)], [NC1-47-81-9 (VIII A)], [NC-47-76-12 (V A)], [NC-47-76-12 (V B)], [NC-47-76-12 (V C)] and [NC-47-76-12 (V D)], (27 items, 27 temporary)

Disposition Delete/Destroy after recordkeeping copy has been produced

- b Electronic copies created on electronic mail and word processing systems for all PUBLICATIONS MANAGEMENT FILES under IRM file code for all series covered by NARA Disposition Job number

- 1 Electronic copies created on electronic mail and word processing systems for all Public Information Publication History Files, under IRM file code for all series covered by NARA Disposition Job number [NC-47-81-5 (1)], (1 item, 1 temporary)

a Electronic Copies

Disposition Delete/Destroy Drafts, mock-ups notes, and other related materials after record copy has been produced

b Electronic Record Copy of History File

Disposition Delete/Destroy copy of History file after record copy has been produced File contains one copy of each edition of a SSA Public Information Publication together with related background material

- 2 Electronic copies created on electronic mail and word processing systems for all electronic copies of Publications Number Register, under IRM file code for all series covered by NARA Disposition Job number [NC-47-75-11 (I B)], (1 item, 1 temporary)

Disposition Destroy sheets when all publications are obsolete or discontinued

- 3 Electronic copies created on electronic mail and word processing systems for all electronic copies of Job Control Records, under IRM file code for all series covered by NARA Disposition Job number, [NC-47-75-11 (I C)], (1 items, 1 temporary)

Disposition Delete/Destroy after recordkeeping copy has been produced

- 4 Electronic copies created on electronic mail and word processing systems for all electronic copies of Subscription File, under IRM file code for all series covered by NARA Disposition Job number [NC-47-75-11 (II B)], (1 item, 1 temporary)

Disposition Destroy or delete when subscriber cancels distribution

- c Electronic copies created on electronic mail and word processing systems for all electronic copies of Distribution Control Log which are used to record the receipt and distribution of legislative materials under IRM file code for all series covered by NARA Disposition Job number [NC1-47-83-5 (1)](1 item, 1 temporary)

Disposition Destroy after recordkeeping copy has been produced

- d Electronic copies created on electronic mail and word processing systems for all electronic copies of Log of One Time Requests, which are used to record one-time requests for legislative materials from individuals or offices which are not on mailing list or subscription materials under IRM file code for all series covered by NARA Disposition Job number [NC-47-83-5 (2)] (1 item, 1 temporary)

Disposition Destroy after recordkeeping copy has been produced

- e Electronic copies created on electronic mail and word processing systems for all DISTRIBUTION MANAGEMENT FILES under IRM file code for all series covered by NARA Disposition Job numbers [NC-47-75-11 (II A)], [NC1-47-81-9 (VIII A5)], [NC-47-75-11 (II B)], [NC-47-75-11 (II C)], [NC1-47-83-5 (1)], [NC1-47-83-5 (2)] and [NC1-47-83-5 (3)], (7 items, 7 temporary)

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

- f Electronic copies created on electronic mail and word processing systems for all REPROGRAPHIC MANAGEMENT FILES under IRM file code for all series covered by NARA Disposition Job numbers [NC-47-75-8 (I A)] and [NC-47-75-8 (I A 2)]

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