

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N9-47-00-23</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>JAN 10 2000</b>	
1 FROM (Agency or establishment) <b>Social Security Administration</b>		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Stanley Nusenko</b>	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. Colgro</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Occupational Safety and Health Files  (See attached submission in response to NARA Bulletin 99-04)		

**JUN 21 2000**  
115-109

*Copy to agency*  
PREVIOUS EDITION NOT USABLE

MODEL II FINAL

OFFICE OF PUBLICATIONS AND LOGISTICS MANAGEMENT  
SOCIAL SECURITY ADMINISTRATION

Item 1.

BC  
11-16-49

Item 13

OCCUPATIONAL SAFETY AND HEALTH FILES

Records accumulated by Office of Occupational, Health and Safety

- a Electronic copies created on electronic mail and word processing systems for all SAFETY FILES under the OSH file code for all series covered by NARA Disposition Job number

- 1 Electronic copies created on electronic mail and word processing systems for all Other copies, under OSH file code for all series covered by NARA Disposition Job number [NC1-47-81-9 (VIII A6)], (1 items, 1 temporary)

Disposition Delete/Destroy when 2 years old

- b Electronic copies created on electronic mail and word processing systems for all HEALTH FILES, these files document SSA's occupational health program, under the OSH file code for all series covered by NARA Disposition Job number [NC-47-76-13], (1 item, 1 temporary)

Disposition Delete/Destroy once record keeping copy has been produced

- 1 Electronic copies created on electronic mail and word processing systems for all Employee Medical Folders, which consist of forms, correspondence, and related papers documenting employee medical history Included are nursing notes, chronological histories, physical examination invitations relating to preemployment physical examinations, disability retirement examinations, fitness for duty examinations, and health qualification placements, under the OSH file code for all series covered by NARA Disposition Job number [NC-47-76-13 (1 A)], (1 item, 1 temporary) [These are temporary or short term records as covered and defined in Chapter 293 of the Federal Personnel Manual]

Disposition Destroy 1 year after separation or transfer of employee

- c Electronic copies created on electronic mail or word processing systems for all COMPENSATION FILES, under the OSH file code for all series covered by NARA Disposition Job number [NC-47-75-20 (XIII)] (1 items, 1 temporary)

Disposition Destroy after record keeping copy has been produced

- 1 Electronic copies created on electronic mail and word processing systems for all Compensation Case Files under the OSH file code for all series covered by NARA Disposition Job number [NC-47-75-20 (XIII D)] (1 item, 1 temporary)

Disposition Destroy after record keeping copy has been produced

- 2 Electronic copies created on electronic mail and word processing systems for all Claims Filed, under OSH file code for all series covered by NARA Disposition Job number [NC-47-75-20 (VIII D 1)], (1 items, 1 temporary)

Disposition Destroy after record keeping copy has been produced