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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N9-047-00-28	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received MAR 07 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 10-4-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 11/23/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Franklet Colgo</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Communications Files (See attached submission in response to NARA Bulletin 99-04)		

NOV 30 2000
115-109

for Copy to: Agency
PREVIOUS EDITION NOT USABLE

MODEL II FINAL

OFFICE OF PUBLICATIONS AND LOGISTICS MANAGEMENT
SOCIAL SECURITY ADMINISTRATION

Communications Files

- A Electronic copies of external/internal communications files created on electronic mail and word processing systems for all series under the **COM** file code covered by Disposition Job Numbers

NC-47-75-24 (II A 1 a), NC-47-75-24 (II A 1 b), NC-47-75-24 (II B), NC1-47-81-5 (2), NC1-47-81-5 (1), NC174-176 (1 A), NC-174-176- (1 A 1), and NC174-176 (1 A 2)

Disposition Delete after recordkeeping copy has been produced

- B 1 Electronic copies of internal (intra-government) communications files created on electronic mail and word processing systems for all series under the **COM** file code for all series covered by Disposition Job Numbers

NC-47-76-14 (1 A), NC-47-76-14 (1 B), NC-47-76-14 (II A), NC-47-76-14- (IV), NC-47-76-14 (IV A), NC-47-76-14 (IV B), NC-47-76-14 (VI), except those listed items listed in Items 2B1

Disposition Delete after recordkeeping copy has been produced

- 2 Electronic copies of Published Material

Disposition Delete after recordkeeping copy has been produced or 4 years after material has been published by SSA, whichever is earlier

- C Electronic copies of communication audio-visual files, sound effects or production control records, created on electronic mail and word processing systems for all series under the **COM** file code of records covered by Disposition Job Numbers

NC-47-76-12 (II A 1), NC-47-76-12 (II A 2), NC-47-76-12 (II B), NC-47-76-12 (II C 2), NC-47-76-12 (II D), and NC-47-76-12 (II E), (6 items, 6 temporary)

Disposition Delete after recordkeeping copy has been produced

- D 1 Electronic copies of talent files, graphic reference records, special project background files that are associated with communication files created on electronic mail and word processing systems for all series under the **COM** file code covered by Disposition Job Numbers

NC-47-76-12 (II F), NC-47-75-9 (1 C), and NC-47-75-24 (IV B), except those listed under the Item D1 (3 items, 3 temporary)

Disposition Delete after recordkeeping copy has been produced

Version approved via telephone conversation between
B. Curtin, NARA, and Stan Nusenko, SSA, 2/10/00.
Change adds numbers to item B

- 2 Electronic copies of Special Projects and Background files (NC-47-76-14 (VII) which include records accumulated in writing and editing administrative reports, presentation speeches, and announcements

Disposition Destroy 2 years after project has been completed

- E Electronic copies of job control records, and monthly production records created on electronic mail and word processing systems for all series under the **COM** file code by Disposition Job Numbers

NC-47-75-9 (1 A), and NC-47-75-9 (1 B) (2 items, 2 temporary)

Disposition Destroy after superseded or no longer administratively needed