

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 47

LEAVE BLANK	
DATE RECEIVED SEP 25 1974	JOB NO.
DATE APPROVED NC - 47-75 - 4	

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Bureau of Supplemental Security Income (BSSI)

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Charles D. Smith

5 TEL. EXT.
130-45771

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-4-74 Date Walter Roberts, Jr. Archivist of the United States
acting

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated. ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

9/20/74 (Date)

Charles D. Smith (Signature of Agency Representative)

Acting SSA Records Officer (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
A.	<p><u>SSI Manual One-Time Payment Files</u></p> <p>These files consist of forms used by the district offices to manually compute and authorize one-time benefit payments to Supplemental Security Income (SSI) recipients who fail to receive their regular monthly checks. Included is Form SSA-8010, SSI Manual One-Time Payment, or its equivalent. The forms contain the payee's name, address, and social security number; the signatures of the preparing and approving officials; the computations upon which payment is based; and the amount of payment authorized. They are retained as potential evidence of employee fraud in the authorization of payments.</p> <p>1. <u>BSSI Copy</u></p> <p>Transfer to a Federal Records Center 90 days after receipt. Destroy 6 years thereafter.</p> <p>2. <u>District Office Copy</u></p> <p>Destroy 6 months after the close of the month in which dated.</p>		

Copies to FRC's 10/8/74
Copy to Agency 10/8/74