

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

LEAVE BLANK	
DATE RECEIVED SEP 30 1974	JOB NO.
DATE APPROVED NC - 47-75 - 5	

21 items (See Instructions on Reverse) RF 47
 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
Office of Administration
 4. NAME OF PERSON WITH WHOM TO CONFER
Charles D. Smith

5. TEL. EXT.
594-5772

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
10-29-74 James B. [Signature]
 Date Archivist of the United States

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) [Signature] (Signature of Agency Representative) 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
I.	<p><u>EMPLOYEE TRAINING FILES</u></p> <p><u>A. Training Materials Master Files</u></p> <p>These are master files of materials developed for and used in various Social Security Administration (SSA) training courses. Included are transcripts, handouts, charts, graphs, transparencies, course outlines, and similar materials.</p> <p>Destroy 5 years after the material is superseded or the course is discontinued.</p> <p><u>B. Training Materials Background Files</u></p> <p>These files consist of records accumulated in the preparation, clearance, and publication of training materials. Included are drafts, clearance comments, notes, working papers, and similar records.</p> <p>Destroy when the training material is superseded or when the course is discontinued.</p> <p><u>C. Training Evaluation Files</u></p> <p>These files consist of training evaluation forms completed by course participants and tabulated listings of data extracted therefrom. The files are used in analyzing the effectiveness of a given course</p>		

Copy to Agency 10/31/74

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	<p>in determining its suitability for SSA employees, and in developing or revising training materials. Included is Form SSA-494A, Evaluation of Training, or its equivalent.</p> <p>Destroy evaluation forms after tabulated listings have been prepared. Destroy listings after 2 years. If listings are not prepared, destroy the forms after 2 years.</p> <p>D. <u>Course Announcement Files</u></p> <p>These files consist of pamphlets, notices, brochures, catalogs, and other records which announce or list training courses being offered by SSA or other governmental and nongovernmental organizations. The files are maintained for reference purposes.</p> <p>Destroy when no longer current or when no longer needed for reference, whichever is first.</p> <p>E. <u>Training Authorization Files</u></p> <p>These files consist of records which authorize SSA employees to attend specific government or nongovernment training courses. Included are Forms HEW-350, Training Nomination and Authorization; SSA-737, Authorization for Training in Other Government Facilities; HEW-99, Authorization to Attend Non-Government Sponsored Meetings; or their equivalents. Copies of these forms are retained in official personnel folders. Note: The Automatic Data Processing (ADP) copies of these forms should be disposed of in accordance with the instructions given under item G.1. of this section.</p> <p>1. <u>Authorizing Office</u></p> <p>Destroy 5 years after the year in which dated, except that the records may be destroyed after 2 years if a Departmental or Civil Service Commission evaluation of the training function has been completed.</p> <p>2. <u>Other Offices</u></p> <p>Destroy 2 years after the year in which dated.</p>		

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	<p>F. <u>Training Course Reporting Files</u></p> <p>These files consist of reports on training courses conducted by SSA Central Office and field components. The reports provide such data as: the title of the course, its sponsor, length (in hours), and dates given; the name, grade, and social security number of course participants; and related data. Included are Forms SSA-759, SSA Training Report; SSA-1946, Report of Training Courses Authorized, or their equivalents. Note: ADP copies of these forms should be disposed of in accordance with the instructions given under item G.1. of this section.</p> <p>1. <u>Office Responsible for Preparation of the Report</u></p> <p>Destroy 5 years after the year in which dated.</p> <p>2. <u>Other Offices</u></p> <p>Destroy 2 years after the year in which dated.</p> <p>G. <u>Training Information System Files</u></p> <p>1. Source documents, including the ADP copies of forms HEW-350, SSA-737, SSA-759, SSA-1946, and similar records.</p> <p>Destroy 6 months after the data have been entered into the system.</p> <p>2. Periodic end-product reports on the status of various aspects of the SSA training program. Examples of these reports include: ACCESS and STRIDE Cost Report, UPMO Selection Process Result Breakdown, UPMO Student Report, STRIDE Intern Education Report, Management Training, and Civil Service Commission Training Report.</p> <p>a. <u>Office Responsible for Preparation of the Report</u></p> <p>Destroy 5 years after the year in which dated.</p> <p>b. <u>Other Offices</u></p>		

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	<p>Destroy 2 years after the year in which dated.</p> <p>3. Records used in the preparation of the end-product reports, including computer printouts, drafts, notes, working papers, and similar records.</p> <p>Destroy 1 year after issuance of the report Earlier disposal is authorized.</p> <p>H. <u>Training Plan Files</u></p> <p>These files consist of annual bureau/office, regional, and SSA-wide training plans. The plans provide descriptions of anticipated training needs, training classifications, and priority levels; estimates of the number of trainees, amounts of time, and costs involved; and similar data. They are used in forecasting budgetary and other requirements for training activities throughout SSA. Included is Form SSA-2553, Training Plan, or its equivalent.</p> <p>1. <u>Office Responsible for Preparation of the Plan</u></p> <p>Destroy 5 years after the close of the fiscal year covered by the plan.</p> <p>2. <u>Other Offices</u></p> <p>Destroy 2 years after the close of the fiscal year covered by the plan.</p> <p>I. <u>Course Participant Files</u></p> <p>These files consist of cards listing the persons who attended a particular training course session. The cards are retained for reference purposes.</p> <p>Destroy when no longer needed for reference.</p> <p>II. <u>CAREER DEVELOPMENT AND GUIDANCE FILES</u></p> <p>A <u>Career Development Program Files</u></p> <p>These files document an individual's participation in the Staff Development Program, the Executive</p>		

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	<p>Development Program, the Management Intern Program, or a similar career development program. Included in a participant's file are copies of development plans, qualifications statements (SF-171 or SSA-45), records reflecting training courses taken, copies of supervisory appraisals and evaluations, and similar records. Also included are Forms SSA-1889, Candidate's Statement of Interest, SSA-1890, Notification of Eligibility and Career Planning and Interest Questionnaire; SSA-1891, Supervisory Recommendations for Employee's Career Development; SSA-2031, Profile of Eligible Candidate; SSA-2588, Career Planning and Recommendations; or their equivalents.</p> <p>Two years after the participant completes the program, remove and destroy all material from the file except: (1) development plans; (2) qualifications statements; and (3) forms SSA-2031 or SSA-2588. These three items should be destroyed 5 years after completion of the program.</p> <p>B. <u>Continuing Education Program Files</u></p> <p>These files document an individual's participation in a continuing education program, such as the Upward Mobility College, the STRIDE Program, or the GED Program. Included in a participant's file are career counseling records, high school and college transcripts, and similar records.</p> <p>Destroy 2 years after the participant completes the program.</p> <p>C. <u>Career Counseling Files</u></p> <p>These files are accumulated in the course of providing career counseling and guidance to individual SSA employees. Included are records of interviews and contacts, such as Form SSA-2517, Guidance Interview Record, and related documents.</p> <p>Destroy upon separation of the employee.</p> <p>D. <u>Employee Testing Files</u></p> <p>1. Test papers resulting from the administration of an achievement, interest, or other type of test to SSA employees.</p>		

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	<p>Destroy 6 months after administration of the test.</p> <p>2. Tabulated listings of test scores, test reports, and similar records.</p> <p>Destroy 2 years after administration of the test.</p> <p>3. Profiles of employee test results which are used for career counseling and guidance purposes.</p> <p>Destroy after data have been incorporated into the career counseling file.</p>		