

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

10 items (See Instructions on Reverse) 9647  
 TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

LEAVE BLANK	
DATE RECEIVED <b>NOV 19 1974</b>	JOB NO
DATE APPROVED <b>NC - 47-75 - 6</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>12-5-74</u> Date	<u>James B. Cook</u> Archivist of the United States

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  
594-5770

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.

11-12-74 (Date) Charles D. Smith (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>RECORDS MANAGEMENT FILES</u></p> <p>A. <u>Records Holdings Reports</u></p> <p>These are annual reports on the volume of Social Security Administration (SSA) records on hand, transferred, and destroyed. Included is the final summary report submitted to the Department (Standard Form 136, Annual Summary of Records Holdings) and the bureau/office reports (Form SSA-1804, Report of Selected Records Management Activities).</p> <p>1. <u>Final Summary Reports (SF-136)</u></p> <p>Destroy 5 years after the close of the calendar year in which dated.</p> <p>2. <u>Bureau/Office Reports (SSA-1804)</u></p> <p>Destroy 1 year after the close of the calendar year in which dated.</p> <p>B. <u>Filing Equipment and Supplies Control Files</u></p> <p>These files consist of records accumulated in the management review of requests for filing equipment and nonstandard supplies. Included are copies of</p>		

Copy to Agency 12/9/74 dcl

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>requisitions for equipment or supplies (Form HEW-393, Purchase/Service/Stock Requisition); associated justification statements; approvals, disapprovals, and other clearance actions; and related documents.</p> <p>Destroy 2 years after the close of the calendar year in which dated.</p> <p>C. <u>Disposal Authorization Files</u></p> <p>These files consist of authorizations by the National Archives and Records Service (NARS) and the General Accounting Office (GAO) to affect the one-time or continuing disposal of SSA records. Included are Standard Form 115, Request for Authority to Dispose of Records; archival appraisal reports; GAO clearances; and related documents.</p> <p>Destroy when superseded or obsolete.</p> <p>D. <u>Records Transfer Files</u></p> <p>These files consist of documents accumulated in reviewing, approving, and arranging for the transfer of records to the SSA Records Holding Area or to a Federal Records Center. Included are Standard Form 135, Records Transmittal and Receipt; Form SSA-325, SSA Records Transmittal; or their equivalents.</p> <p>1. <u>Office Having SSA-Wide Records Management Responsibility</u></p> <p>Destroy <sup>5</sup> 2 years after all records covered by the document have been disposed of.</p> <p>2. <u>Other Offices</u></p> <p>Destroy <sup>1 year after</sup> when all records covered by the document have been disposed of.</p>		

*Change by  
 Pl at request  
 of SSA -  
 11/27/74*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
II.	<p><u>MAIL-MESSENGER AND ENVELOPE MANAGEMENT FILES</u></p> <p>A. <u>Mailing Equipment Control Files</u></p> <p>These files consist of records accumulated in reviewing, approving, or disapproving requests for mailing equipment, such as electric letter openers, folding and sealing machines, and sorting bins. Included are copies of procurement requisitions, justification statements, and approvals or disapprovals.</p> <p>Destroy 3 years after the close of the calendar year in which dated.</p> <p>B. <u>P.O. Box Rental Files</u></p> <p>These files contain records relating to the rental of post office boxes for use by SSA.</p> <p>1. Applications (POD Form 1093, Application for Post Office Box), justification statements, approvals, and disapprovals.</p> <p>Destroy 1 year after the close of the calendar year in which dated.</p> <p>2. Master list of post office boxes being rented. The list is updated annually.</p> <p>Destroy when superseded.</p> <p>C. <u>Envelope History Files</u></p> <p>These files contain historical data on the development and printing of a particular envelope. Included are printing requisitions, specifications, justifications, samples, and correspondence relating to the use or development of the envelope.</p> <p>Destroy when the envelope is obsoleted.</p> <p>GAO concurrence is not required.</p>		