

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

7 items (See Instructions on Reverse) RG 47

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

LEAVE BLANK	
DATE RECEIVED DEC 10 1974	JOB NO.
DATE APPROVED	NC - 47-75-10

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.
 45770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-14-75 James B. Rhoads
 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.

1/20/74 (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
	<p><u>FORMS MANAGEMENT FILES</u></p> <p>A. <u>Forms History Folders</u></p> <p>These folders contain documents accumulated in evaluating the requirement for, designing, and procuring a particular SSA form. Included are justification statements (Form SSA-5100, Request for Forms Action); internal and OMB clearances; camera copies; memorandums and notes to the file; copies of printing requisitions (Form SSA-100, SSA Printing Requisition) and specifications; procurement documents; delivery instructions; samples; copies of approved suggestions; history sheets (Form CO-5082, Form History); and similar documents.</p> <p>1. Remove and destroy documents relating to a previous printing of the form when superseded by current material. <u>Note</u>: One copy of each edition of the form, the initial justification statement (SSA-5100), and the history sheet (CO-5082) will be retained until the history folder is destroyed.</p> <p>2. Destroy the history folder 1 year after obsolescence of the form.</p>		

Copy to Agency 1/14/75 (M)

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>B. <u>Functional File</u></p> <p>The functional file is a collection of all SSA forms arranged by functional classification. It is used by forms management personnel in determining whether to approve or disapprove the development of a new form and in determining whether existing forms should be consolidated.</p> <p>Remove and destroy form when it is discontinued, superseded, or obsoleted.</p> <p>C. <u>Forms Facsimile Catalog</u></p> <p>This catalog contains a reproduction of each form (other than central office forms) prescribed for use in SSA. Each form is reproduced on a separate loose-leaf page which also contains certain information about the form (e.g., whether it's new or revised, for public or internal use, superseding another form, etc.) The catalog is used in answering inquiries about the availability and use of a particular form and in ordering new stock.</p> <p>1. <u>Office Having SSA-wide Forms Management Responsibility</u></p> <p>Destroy individual pages when superseded.</p> <p>2. <u>Other Offices</u></p> <p>Destroy individual pages when superseded. Place notices regarding obsolete forms in a separate binder. Destroy after 1 year.</p> <p>D. <u>Work Count Control Cards</u></p> <p>These cards are used to record information on the processing of requests for new, revised, or reprinted forms by the forms management unit. The information is compiled in a monthly statistical report. Included is Form CO-0962, Forms Management Work Count Control, or its equivalent.</p> <p>Place in an inactive file after preparation of the monthly report. Destroy 1 year thereafter.</p>		

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	<p>E. <u>Forms Number Registers</u></p> <p>These registers are used to control the assignment of form numbers. Included is Form CO-0746.</p> <p>Destroy individual register sheets when all forms listed thereon are obsoleted or when information has been transferred to a new sheet.</p>		