

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 9 1975	JOB NO.
DATE APPROVED NC =	47-75-18
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-13-75 Date	<i>James B. Roads</i> Archivist of the United States

14 items *RG 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 Management and Administration

4. NAME OF PERSON WITH WHOM TO CONFER
George S. Yamamura

5. TEL. EXT.
45770

46. 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.

4/1/75
 (Date)

George S. Yamamura
 (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>I. <u>REALTY AND SPACE MANAGEMENT FILES</u></p> <p>A. <u>Real Property Title Papers</u></p> <p>These are original title papers relating to real property acquired by the Government by purchase, condemnation, donation, exchange, or other means. Included are deeds and abstracts or certificates of title. The records are retained by the Office of Management and Administration (OMA).</p> <p>Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages or liens.</p> <p>B. <u>Leases</u></p> <p>These are original contracts for the leasing of property by the Government. Included are contract modifications and related papers. The records are retained by OMA.</p> <p>Transfer to a Federal Records Center (FRC) 2 years after termination of the lease, unless there is an unresolved dispute between the lessor and the Government, in which case transfer 2 years after final settlement of the dispute. Destroy 8 years thereafter.</p> <p><i>GAO concurrence requested.</i></p>		

*Copy to Agency + NARC
 5/16/75 (A)*

4/28/75 - Changes with approval of Bob Harney (P)

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>C. <u>Building Construction Files</u></p> <p>These files document the acquisition of property for, and the initial construction and occupation of, SSA's Government-owned buildings at the central office complex and in the field. Included are site maps and surveys, plot plans, environmental impact studies, architect's sketches, working diagrams, budget and cost estimates, preliminary drawings, copies of blueprints, master tracings, utility outlet plans, specifications, construction progress reports, photographs, inspection reports, copies of deeds and certificates of title, and related documents.</p> <p>1. <u>Office Having SSA-wide Realty and Space Management Responsibility</u> <i>Destroy when buildings are demolished or removed from Government-ship or when come obsolete. (PL) 4/28/75</i> Permanent. Transfer to a FRC 5 years after next owner-occupation of the building. Offer to the National Archives 20 years thereafter. <i>If signed, these drawings may be turned over to the new owner or collector.</i></p> <p>2. <u>Other Offices</u> Destroy after 5 years.</p> <p>D. <u>Government-Owned Building Files</u></p> <p>These files contain correspondence, memorandums, and similar documents relating to SSA's Government-owned buildings. The documents pertain to ongoing construction, expansion, and similar matters. They are retained primarily for reference purposes. Excluded are historical documents described in item C above.</p> <p>Review files annually and destroy documents which do not have continuing applicability.</p> <p>E. <u>Leased Building Files</u></p> <p>These files contain documents relating to buildings leased by the Government for occupation by SSA components. Included are copies of leases and modifications thereto, building layouts, photographs, inspection reports, memorandums, correspondence with the lessor, occupancy statistics, and similar documents.</p>		

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	<p>1. Review files annually and destroy documents which do not have continuing applicability:</p> <p>2. Destroy entire file 2 years after termination of the lease, unless there is an unresolved dispute between the lessor and the Government, in which case destroy 2 years after final settlement of the dispute.</p> <p>F. <u>Repair and Alteration Project Files</u></p> <p>These files consist of records relating to major repair, alteration, or improvement projects undertaken on SSA buildings and grounds. Included are project proposals, plans and directives, budget and cost estimates, engineering studies, copies of contracts, progress reports, correspondence, and similar documents.</p> <p>Transfer to the SSA Records Holding Area upon inactivation or completion of the project. Destroy 3 years thereafter.</p> <p>G. <u>GSA Space Request and Assignment Records</u></p> <p>These files consist of requests for leased space filed with the General Services Administration (GSA) and related space assignment records. Included are Standard Form (SF) 81, Request for Space; Form GSA-65, Space Assignment Record; and equivalent documents.</p> <p>Destroy 2 years after release or cancellation of assignment, unless there is an unresolved dispute between the lessor and the Government, in which case destroy 2 years after final settlement of the dispute.</p> <p>H. <u>Report on Space Utilization for Washington Metropolitan Area</u></p> <p>This is a quarterly report to GSA identifying SSA locations within the greater Washington, D.C. area and showing the number of employees at each location. Included is SF 111, Agency Space Report, or its equivalent.</p>		

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	<p>1. <u>Office Responsible for Preparation</u></p> <p>Destroy 2 years after the year in which dated.</p> <p>2. <u>Other Offices</u></p> <p>Destroy 1 year after the year in which dated.</p> <p>I. <u>Report of Federal Real Property Holdings</u></p> <p>This is an annual report submitted to the Department of Health, Education, and Welfare (DHEW) and GSA. It provides statistical information on land and buildings bought and/or built with SSA Trust Fund monies. Included are Forms GSA-1166, Annual Report of Real Property Owned by the United States; GSA-1166A, Annual Report of Real Property Leased by the United States; GSA-1209, Summary of the Number of Installations Owned by the United States; GSA-1209A, Comparative Summary of Properties Leased to the United States; HEW-507, Property Review Record; or their equivalents.</p> <p>1. <u>Office Responsible for Preparation</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>J. <u>Blueprint and Floor Plan Files</u></p> <p>These files consist of blueprints, drawings, floor plans, and similar graphic depictions of the structure and layout of SSA buildings. The documents are used in design and planning activities.</p> <p>Destroy when buildings are demolished or removed from Government ownership or when documents become obsolete. <i>On disposal, if appropriate, these drawings may be turned over to new owner or custodian.</i></p>		