

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

28 items *R647*

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

4 NAME OF PERSON WITH WHOM TO CONFER

George S. Yamamura

5. TEL. EXT.

45770

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.

4/28/75
 (Date)

George S. Yamamura
 (Signature of Agency Representative)

SSA Records Officer
 (Title)

LEAVE BLANK	
DATE RECEIVED MAY 12 1975	JOB NO.
DATE APPROVED NC -	47-75-22

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-4-75 *James B. Rhoads*
 Date Archivist of the United States

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>Records Retention and Disposal Schedule</u> <u>Files Common to Most SSA Offices</u></p> <p>This Schedule covers three categories of records accumulated by most offices in the Social Security Administration.</p> <ol style="list-style-type: none"> <u>Office Personnel Files</u> - Files accumulated by operating officials in carrying out personnel management responsibilities for employees within their organizational segment. <u>Office Reference Files</u> - Files maintained solely for general reference or information purposes. <u>Office Management Files</u> - Files relating to the internal management or routine administration of an organizational segment. <p>Not included in this Schedule are records relating to the specific program function(s) of an office. Refer to the appropriate General Records Schedule or bureau/office schedule (Administrative Directives System Guide SSA.g: 40-2) for disposition instructions for these records.</p>		

Copy to Agency 6/10/75

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>I. <u>Office Personnel Files</u></p> <p>A. <u>Employee Service Record Cards</u></p> <p>Standard Form (SF) 7B, Employee Record, or its equivalent. These forms provide a source of data for initiating requests for personnel actions, planning and scheduling employee training, proposing commendations or disciplinary actions, and for carrying out personnel management responsibilities in general.</p> <ol style="list-style-type: none"> 1. When employee moves to another office within SSA, transfer of the SF 7B card to the new location within 5 days. 2. Destroy upon transfer of employee to another agency or upon separation. <p>B. <u>Position Identification Strips</u></p> <p>SF 7D, Position Identification Strip, or its equivalent. These forms identify budgeted positions within a particular office.</p> <p>Destroy when position is cancelled or new strip is prepared.</p> <p>C. <u>SF 7B Extension Files</u></p> <p>Files containing individual personnel records, such as reports of employee interviews, written comments, tardy reports, retained copies of performance appraisals, and similar documents.</p> <ol style="list-style-type: none"> 1. Review files semiannually and destroy records which do not have continuing applicability. No records are to be retained more than 2 years. 2. When employee moves to a position under different line authority within a bureau/office, e.g., from one division to another, the losing supervisor will screen the file to insure it is in a proper state of maintenance before forwarding to the new location. 		

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	<p>3. When employee moves from one bureau/office to another within SSA, the losing supervisor will destroy the entire file within 5 days after the effective date of the personnel action.</p> <p>4. When employee leaves SSA, the losing supervisor will forward the entire file in a sealed envelope annotated "For Official Use Only" with the Form SSA-2324, Clearance of Employees for Separation or Transfer" through channels to the Employment Branch, DP, OHR, OMA, Room G120 West High Rise Building for disposition:</p> <p>D. <u>Position Description Files</u></p> <p>Files containing documents which describe the duties and responsibilities associated with a given position. Included is Optional Form 8, Position Description, or its equivalent.</p> <p>Destroy when position is abolished or description is superseded.</p> <p>E. <u>Pending Personnel Action Files</u></p> <p>Retained copies of SF 52, Request for Personnel Action, prepared to initiate various personnel actions, such as accessions, promotions, position changes, and separations.</p> <p>Destroy upon receipt of notification of completion or cancellation of requested personnel action.</p> <p>F. <u>Job Vacancy Announcements</u></p> <p>Weekly listings of job vacancies under the SSA Merit Promotion Plan.</p> <p>Destroy after 6 weeks.</p> <p>G. <u>Promotion Listings</u></p> <p>Bi-weekly listings of employees promoted or reassigned under the SSA Merit Promotion Plan.</p>		

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	<p>Destroy after 3 months or when no longer needed for reference, whichever is earlier.</p> <p>H. <u>Payroll Error Notices</u></p> <p>Timekeeper's copies of payroll error notices. Included are Forms HEW-411, and HEW-411A, Error Notice, or their equivalents.</p> <p>Destroy once payroll error has been corrected.</p> <p>I. <u>Employee Pay Slips</u></p> <p>Timekeeper's copies of individual employee pay slips. Included is the green copy of Form OS-340, Earnings and Leave Statement, or its equivalent.</p> <p>Destroy after 2 years.</p> <p>J. <u>Administrative Time and Leave Records</u></p> <p>Records reflecting an employee's usage of annual leave, sick leave, and leave without pay during a given year. Included is Form SSA-2402, Administrative Time and Leave Record, or its equivalent.</p> <p>Destroy after 3 years, unless record of LWOP is needed to document delay in granting a within-grade increase. In that event, destroy 1 year after the within-grade increase has been granted.</p> <p>K. <u>Application for Leave</u></p> <p>Forms used to request and approve the taking of leave. Included are SF 71, Application for Leave; Form CO-6149, Request for Annual Leave; or their equivalents.</p> <p>Destroy after 1 year.</p> <p>L. <u>Training Authorization Files</u></p> <p>Files containing records nominating and authorizing employees to attend specific Government and nongovernment training courses. Included are Form HEW-350, Training Nomination and Authorization;</p>		

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	<p>SSA-737, Authorization for Training in Other Government Facilities; HEW-99, Authorization to Attend Non-Government Sponsored Meetings; or their equivalents. Also included are related supporting documents (course descriptions, schedules of fees, justification statements, etc.)</p> <p>1. <u>Authorizing Offices</u></p> <p>Destroy after 5 years, except that 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 after 2 years.</p> <p>M. <u>Employee Travel Records</u></p> <p>Retained copies of requests and authorizations for employee travel and claims for reimbursement. Included are Forms HEW-1, Travel Order; SF 1012, Travel Voucher; SF 1038, Application and Account for Advance of Funds; SF 1164, Claim for Reimbursement for Expenditures on Official Business; or their equivalents. Also included are supporting documents (receipts, schedules, etc.)</p> <p>Destroy after 2 years.</p> <p>II. <u>Office Reference Files</u></p> <p>A. <u>Reading Files</u></p> <p>Extra copies of outgoing communications, arranged chronologically, and maintained for periodic review by staff members.</p> <p>Destroy after 2 years.</p> <p>B. <u>Technical and Reference Publications</u></p> <p>Copies of published directives, instructions, studies, reports, manuals, brochures, pamphlets, and other materials originating from any SSA</p>		

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	<p>component, other Government agencies, or nongovernmental organizations and maintained for convenience of reference.</p> <p>Destroy when superseded or obsolete.</p> <p>C. <u>General Reference Files</u></p> <p>Documents accumulated for general information purposes that require no action and that are not required to document a particular project, action, or study. Included are notices of building and parking lot closings, special events and programs, charity drives, bond campaigns, and similar documents.</p> <p>Destroy after 90 days.</p> <p>III. <u>Office Management Files</u></p> <p>A. <u>Housekeeping Instructions</u></p> <p>Internal memorandums and comparable documents prescribing office administrative practices and procedures. Included are internal memos regarding the forwarding of checks, arrangement for leave or travel, preparation of reports, etc.</p> <p>Destroy when superseded or obsolete.</p> <p>B. <u>Office Service and Supply Records</u></p> <p>Records relating to ordinary supplies and equipment used by the office; office space and utilities; communications, transportation, and other services required by the office; and to the general maintenance of the office. Included are:</p> <p>1. Retained copies of requests for supplies and equipment, such as Forms HEW-393, Purchase/Service/Stock Requisition; SF 147, Order for Supplies and Services; and SSA-2009, Procurement Requisition; receipts; requests for disposal, such as Form HEW-22, Property Action Request to Supply Officer; and similar documents.</p>		

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	<p>2. Requests for publications and blank forms and other documents relating to the supply or distribution of publications to the office.</p> <p>3. Documents relating to local transportation or custodial services required by the office.</p> <p>4. Documents relating to maintenance services performed on office physical structures, such as heating, lighting, cooling, ventilation, or electrical systems.</p> <p>5. Requests for the installation or repair of telephones and other office equipment. Destroy after 1 year.</p> <p>C. <u>Records Maintenance and Disposition Files</u></p> <p>Documents relating to the maintenance and disposition of office records. Included are:</p> <p>1. Lists of selected filing codes and copies of file plans. Destroy when superseded or obsolete.</p> <p>2. Retained copies of records transfer lists, such as SF 135, Records Transmittal and Receipt, and SSA-325, SSA Records Transmittal. Destroy 1 year after all records listed on the document have been destroyed.</p> <p>3. Copies of records disposal authorizations, such as Form SSA-323, Request to Transfer or Dispose of Material in SSA Records Holding Area. Destroy after 1 year.</p> <p>D. <u>Office Organization Records</u></p> <p>Documents describing the organization or function of the office. Included are copies of organizational and staffing plans and charts, functional or mission statements, and similar documents. Destroy when superseded or obsolete, <i>provided second copies are retained.</i> <i>6/3/75</i></p>		

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	<p>E. <u>General Management Records</u></p> <ol style="list-style-type: none">1. Documents concerning hours of duty and individual duties <u>that do not have continuing applicability</u>, such as documents specifying delegations of authority during the temporary absence of superiors.2. Documents relating to office safety, such as safety inspection reports, notifications, or unsafe practices, and similar records.3. Documents concerning tests of fire, civil defense, or comparable emergency evacuation procedures. <p>Destroy after 1 year.</p>		