

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

15 items (See Instructions on Reverse) *RG 47*

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

LEAVE BLANK	
DATE RECEIVED MAY 28 1975	JOB NO.
DATE APPROVED NC -	47-75-24

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Office of External Affairs

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

5. TEL. EXT
45770

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-24-75
 Date *James E. O'Neil*
 acting 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.

5/6/75 (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 style="text-align: center;"><u>Records Retention and Disposal Schedule</u> <u>Office of Information (OI)</u></p> <p>I. <u>General Program Administration Files</u></p> <p>A. <u>Instructions Files</u></p> <p>Manuals, directives, handbooks, and other formal policy and procedural issuances prepared and published by OI components. Included are issuances under Part 150 of the Administrative Directives System and similar material.</p> <p>1. <u>Office Responsible for Preparation</u></p> <p>Permanent. Transfer to the Federal Records Center (FRC) at the close of the calendar year in which superseded or discontinued. Offer to the National Archives 10 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when superseded or discontinued.</p> <p>B. <u>Instructions Background Files</u></p> <p>Records accumulated in the preparation, clearance, and publication of manuals, directives, handbooks and other formal policy and procedural issuances.</p>		

PL
7/18/75 - Change at request of Bob Harvey (SSA)
 Four copies, including original, to be submitted to the National Archives and Records Service

*Copies to Agency *
 NCW 7-28-75*

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>Included are studies, clearance comments, recommendations, and similar records which provide a basis for publication or contribute to the content of the issuance.</p> <p>1. <u>Office Responsible for Preparation of the Issuance</u></p> <p>Retain in accordance with item A.1. above.</p> <p>2. <u>Other Offices</u></p> <p>Destroy 2 years after the close of the calendar year in which dated.</p> <p>C. <u>Administrative Files</u></p> <p>Files created by most OI offices in the performance of the assigned functions.</p> <p>Destroy 2 years after the close of the calendar year in which dated.</p> <p>1. Official file copies of outgoing correspondence relating to office functions.</p> <p>2. Comments on draft reports, studies, and proposals prepared by other offices.</p> <p>3. Contributions to and/or comments on proposed legislation.</p> <p>4. Suggestion evaluations.</p> <p>5. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, and other reports prepared to submit data to management offices.</p> <p>D. <u>Working Files</u></p> <p>Nonessential working papers retained for reference purposes by staff members.</p> <p>Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p>		

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7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>II. <u>Press Staff Files</u></p> <p>A. <u>HEW Press Releases</u></p> <p>Press releases relating to matters of general public interest involving the Social Security Program. Approximately 100 such releases are prepared by OI and distributed annually.</p> <p>1. <u>OI Press Staff</u></p> <p>a. Retain 1 copy of each press release permanently. Transfer to the FRC at the close of the calendar year in which prepared. Offer to the National Archives 5 years thereafter.</p> <p>b. Destroy all other copies after 2 years or when no longer needed for reference, whichever is earlier.</p> <p>2. <u>Other Offices</u></p> <p>Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p>B. <u>Daily Press Service</u></p> <p>Daily compilation of articles and similar materials appearing in the press which relate to Social Security. The material is distributed for review by top-level SSA staff.</p> <p>Cut off file at the close of the calendar year, hold 2 additional years, and then transfer to the SSA library. Destroy after 10 years in the library.</p> <p>III. <u>Editorial Staff Files</u></p> <p>A. <u>Publications History Files</u></p> <p>The history file contains one copy of each edition of an SSA public information publication together with related background material. The publications contribute to a basic understanding of the Social Security Program. Included are the following: Your Social Security, A Brief</p>		

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7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Explanation of Medicare, Estimating Your Social Security Retirement Check, Disability Benefits for Blind People, Pocket Guide to Supplemental Security Income, Your Social Security Rights and Responsibilities, Vocational Rehabilitation for the Blind and Disabled, Applying for a Social Security Number, Your Social Security Earnings Record, Answers for Doctors, Social Security Checks for Students 18 to 22, and similar publications.</p> <p>Permanent. Transfer to the SSA Records Holding Area at the close of the calendar year in which the publication is discontinued. Hold for 3 years and then transfer to the FRC. Offer to the National Archives 5 years thereafter.</p> <p>B. <u>Public Information Program Circulars</u></p> <p>Circulars used to transmit public information materials to SSA field installations.</p> <p>Destroy after 1 year.</p> <p>C. <u>One-Time Requisitions Files</u></p> <p>Copies of printing requisitions for one-time, unnumbered, public information publications. Also included is a sample copy of the publication.</p> <p>Destroy after 3 years.</p> <p>IV. <u>Audio-Visual Staff Files</u></p> <p>A. <u>Audio-Visual Materials</u></p> <p>Television film prints (spot announcements), radio records and tapes, displays, motion pictures, slides, and other public information audio-visual materials. The materials are distributed to SSA field installations for local use. <i>Office of Record Management Services Branch</i></p> <p>1. <u>Audio-Visual Staff</u></p> <p>a. Retain 1 copy of each motion picture film and slide series permanently. Offer to the National Archives when use is discontinued or when obsolete.</p>		

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	<p>b. Destroy all other materials when use is discontinued or when obsolete.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when use is discontinued or when obsolete.</p> <p>B. <u>Audio-Visual Project Files</u></p> <p>Files relating to various public information projects undertaken by the Audio-Visual Staff. Included are copies of scripts, correspondence, and similar papers.</p> <p>Destroy 2 years after the close of the calendar year in which project is completed.</p>		