

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

47

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

LEAVE BLANK	
DATE RECEIVED JUL 21 1975	JOB NO.
DATE APPROVED	NC- 47-76-4

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Bureau of Supplemental Security Income

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-3-75 James E. O'Neill
 Date Archivist of the United States
acting

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.

7/2/75
 (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
I.	<p><u>Records Retention and Disposal Schedule</u> <u>Supplemental Security Income Program -- Field</u></p> <p><u>General Program Administration Records</u></p> <p>A. <u>Administrative Files</u></p> <p>Files created or maintained by most Bureau of Supplemental Security Income (BSSI) Regional Offices in the performance of their assigned functions.</p> <ol style="list-style-type: none"> Official file copies of outgoing correspondence relating to office functions. Comments on draft reports, studies, and proposals prepared by other offices. Contributions to and/or comments on proposed legislation. Suggestion evaluations. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, activity reports, and other reports prepared to submit narrative or statistical data to management offices. <p>Destroy 2 years after the close of the calendar year in which dated.</p>		

Copy to Agency G-5-75 (A)

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 data-bbox="212 350 486 381">B. <u>Working Files</u></p> <p data-bbox="275 411 1074 479">Nonessential working papers retained for reference purposes by staff members.</p> <p data-bbox="275 508 1074 576">Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p data-bbox="212 606 535 637">State Programs Files</p> <p data-bbox="212 669 632 699">A. <u>State Agreements Files</u></p> <p data-bbox="275 729 1110 1086">Copies of agreements entered into with the State agencies by the Secretary of Health, Education, and Welfare pursuant to sections 1616, 1631, and 1634 of the Social Security Act, as amended. The agreements provide for Federal administration of State supplementary payments programs, for reimbursement to the States for interim assistance payments, and for Federal determination of Medicaid eligibility. Included are conversion agreements, amendments, and related documents. Record copies are retained by BSSI headquarters components.</p> <p data-bbox="283 1116 683 1147">1. <u>BSSI Regional Offices</u></p> <p data-bbox="344 1177 1067 1245">Destroy 6 years after the close of the fiscal year in which terminated.</p> <p data-bbox="283 1278 575 1308">2. <u>State Agencies</u></p> <p data-bbox="344 1338 1017 1368">Destroy in accordance with State practice.</p> <p data-bbox="220 1401 1022 1431">B. <u>State Agency Budget and Financial Report Files</u></p> <p data-bbox="283 1461 1125 1915">Records used to estimate, justify, and approve State agency SSI program administration costs and to account for funds received and expended by the State agency. Included are Forms SSA-2666, State Agency Budget; SSA-2666A, State Agency Budget List of Positions; SSA-2667, State Agency Budget Notice of Approval; SSA-2668, Notice to State Agency, SSA-2669, Financial Accountability Statement; SSA-2669A, Quarterly Expenditure Report; SSA-8710, State Agency Budget Request; SSA-8711, State Agency Budget List of Positions; SSA-8712, State Agency Budget Notice of Approval; SSA-8713, Quarterly Expenditure Report and Request for Reimbursement; SSA-8714, Notice of Payment and Financial Accountability Statement; or</p>		

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<p>III.</p>	<p>their equivalents. Also included are copies of certificates of authority and related documents. Record copies are retained by BSSI headquarters components.</p> <p>1. <u>BSSI Regional Offices</u></p> <p>Destroy 6 years following the close of the budget year.</p> <p>2. <u>State Agencies</u></p> <p>Destroy 3 years after DHEW audit or 5 years after the close of the budget year, whichever is earlier.</p> <p>C. <u>State Correspondence Files</u></p> <p>Correspondence with the State agencies on matters relating to the administration of the SSI program.</p> <p>Destroy 2 years following the close of the fiscal year in which dated.</p> <p>D. <u>State Profile Data Files</u></p> <p>Files containing data on State programs and operations which have a bearing on the SSI program.</p> <p>Destroy when superseded or obsolete.</p> <p><u>Program Policy Files</u></p> <p>A. <u>Program Circulars</u></p> <p>Circulars issued by the BSSI Regional Office containing information on new developments in the SSI program, alerts of cyclical occurrences, reminders of reports due, and other matters relating to the administration of the SSI program. Included is related background material.</p> <p>Destroy 1 year after supersession or obsolescence.</p>		

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	<p>B. <u>Policy Memorandum Files</u></p> <p>Copies of memorandums prepared by the BSSI Regional Office in response to a specific inquiry from a district/branch office, State agency, or other source clarifying or interpreting a particular issue relating to the SSI program. The memorandums are generally filed by subject matter. They are retained for reference in the event that the issue arises again in the future.</p> <p>Review files on an annual basis and destroy those records which do not have continuing applicability.</p> <p>IV. <u>Miscellaneous Records</u></p> <p>A. <u>Microfiche Records</u></p> <p>Microfiche received from SSA headquarters containing account, payment, address, representative payee, history, and other data on beneficiaries residing within the region. The fiche is updated periodically.</p> <p>Destroy upon receipt of updated microfiche.</p> <p>B. <u>Litigation Files</u></p> <p>Files containing copies of legal documents and miscellaneous correspondence relating to Title XVI civil litigation. Included are copies of the complaint and answer, motions, temporary restraining orders, preliminary injunctions, and similar documents. Record copies are retained by the Office of the General Counsel.</p> <p>Destroy 2 years after the case has been closed.</p>		<p><i>Records are discussed in issuance's classification and interper- tation's are indicated in replies to inquir- ies con- cerning Policies.</i></p>