

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-047-76-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/28/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item A was superseded by DAA-0047-2012-0002-0001. But note that the appraisal memo for N1-047-10-003 stated that item A was superseded by that schedule's item 1.

Item B was superseded by N1-047-10-003, item 2

Item C was superseded by N1-047-10-003, item 3

Item D was superseded by NC1-047-79-03

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED <b>JUL 21 1975</b>	JOB NO.
DATE APPROVED	<b>NC 47-76-6</b>

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 the Commissioner

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-11-75 *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.

7/9/75 (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 align="center"><u>Records Retention and Disposal Schedule</u>  <u>Office of the Commissioner</u></p> <p>A. <u>Commissioner's Decision Files</u></p> <p>Official file copies of formal policy decisions rendered by the Commissioner of Social Security (formerly the Executive Director, Social Security Board) on issues submitted by the SSA bureaus and offices for top-level resolution. The files date from the inception of the social security program (1935). Included in the file is the printed decision, a copy of the incoming submittal, comments from interested SSA components, and related background material.</p> <p>Permanent. Offer to the National Archives <del>50 years</del> <i>within 30 years</i> after the close of the calendar year in which dated, unless <i>further retention by SSA is necessary</i></p> <p>B. <u>Official Correspondence Files</u> <i>for administrative purposes.</i></p> <p>Official file copies of correspondence originating from the Office of the Commissioner and associated background material (copies of incoming material, comments, drafts, etc.). Included are see below memorandums. Also included are documents submitted for the Commissioner's review and/or approval together with notes or comments to the file made by the Commissioner.</p>		

*Copy to Agency & NCW  
 8-14-75 AD*

*(ph) 8/6/75 - Change, with approval of Jane Peleg of Commissioner's office and Dr. Bortz, Historian.*

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>Permanent. Transfer to the FRC 5 years after the close of the calendar year in which dated. Offer to the National Archives 20 years thereafter.</p> <p>C. <u>Minutes of Executive Staff Meetings</u></p> <p>Minutes of meetings of the executive staff of the Social Security Administration. The executive staff is composed of the Commissioner, the Deputy Commissioner, and the heads of the various SSA bureaus and offices.</p> <p>Permanent. Transfer to the FRC 5 years after the close of the calendar year in which dated. Offer to the National Archives 10 years thereafter.</p> <p>D. <u>Correspondence Control Logs</u></p> <p>Logs reflecting the assignment and disposition of incoming controlled correspondence.</p> <p>Close out log at the end of the calendar year and destroy 5 years thereafter.</p>		