All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Schedule is inactive because the records are no longer created. The form number/title/subject matter is not in the agency's current forms list. All records should have long since been destroyed.

Date Reported: 12/28/2021
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

   Department of Health, Education and Welfare
   Social Security Administration

2. MAJOR SUBDIVISION

   Office of Management and Administration

3. MINOR SUBDIVISION

   George S. Yamamura

4. NAME OF PERSON WITH WHOM TO CONFER

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.

   7/28/75

   George S. Yamamura
   SSA Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM

   Records Retention and Disposal Schedule
   Equal Employment Opportunity Files

   I. EMPLOYEE HOUSING REQUESTS

   Form SSA-2316, Employee Housing Request, or its equivalent. These forms are completed by Social Security Administration employees to request assistance in renting or purchasing housing or in resolving a particular housing problem (eviction, discrimination complaint, grievance against lessor, etc.). The form gives the employee's name, address, phone number, work location, and grade. It also serves as a record of assistance given to the employee.

   Destroy 1 year following the date of the request.