

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>AUG 12 1975</b>	JOB NO.
DATE APPROVED	<b>NC - 47-76-9</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 Program Evaluation and Planning

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. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-21-75 James B. Chodak  
 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.

7/31/75 (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 Program Evaluation and Planning</u></p> <p>A. <u>Correspondence Files</u></p> <p>Copies of outgoing correspondence and associated background material (copies of incoming material, comments, drafts, etc.).</p> <p>1. <u>Control Clerk Files</u></p> <p>Destroy after 2 years.</p> <p>2. <u>Program Division Files</u></p> <p>Destroy after 1 year, except that correspondence having precedential value may be associated with the program analysis files (item C, below) and retained in accordance therewith.</p> <p>B. <u>Correspondence Control Logs</u></p> <p>Logs reflecting the assignment and disposition of incoming controlled correspondence.</p> <p>Close out at the end of the calendar year and destroy 1 year thereafter.</p>		

Copy to Agency & NCW 10-23-7500

10/2/75 - Changed with approval of Charlotte Whitcomb (SSA)