

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

38 items *47*
 TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED AUG 19 1975	JOB NO.
DATE APPROVED NC -	47-76-10
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>10-21-75</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Management and Administration

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

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.

7/23/75 (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 style="text-align: center;"><u>Records Retention and Disposal Schedule</u> <u>Office of Management and Administration (OMA)</u> <u>Property Management Files</u></p> <p><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 OMA components. Included are Administrative Directives System issuances and similar material.</p> <p>1. <u>Office Responsible for Preparation</u></p> <p><u>Permanent</u>: Transfer to the Federal Records Center (FRC) at the close of the calendar year in which superseded or discontinued.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. <i>Destroy 10 years thereafter.</i></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Destroy when superseded or discontinued.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. Included are studies, clearance comments, recommendations, and</p>		

Copy to Agency + NCW 10-23-75 (A)

9/25/75 - Changes with approval of Charlotte

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	<p>similar records which provide a basis for publication and contribute to the content of the issuance.</p> <p>1. <u>Office Responsible for Preparation of the Issuance</u> <i>Destroy when superseded or discontinued. Do not transfer to FCC.</i> Retain in accordance with item I.A.1. above.</p> <p>2. <u>Other Offices</u> Destroy 2 years after the close of the calendar year in which dated.</p> <p>C. <u>Administrative Files</u> Files created by most offices in the performance of their assigned functions.</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. Suggestion evaluations.</p> <p>4. 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. Excluded are reports identified elsewhere in this schedule.</p> <p>Destroy 2 years after the close of the calendar year in which dated.</p> <p>D. <u>Working Files</u> Nonessential working papers retained by staff members for reference purposes.</p> <p>Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p>		
II.	<p><u>INVENTORY MANAGEMENT FILES</u></p> <p>A. <u>History Files</u> Records documenting the printing and stocking history</p>		

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	<p>of a particular controlled or noncontrolled stock item such as a form, envelope, or publication. Included are stock action notices, stock replenishment notices, copies of printing requisitions, samples of the item, and similar records.</p> <ol style="list-style-type: none"> 1. Destroy individual documents when superseded or obsolete. 2. Destroy all documents in the folder 1 year after the related item is removed from stock. <p>B. <u>Customer Files</u></p> <p>Copies of requisitions, shipping lists, correspondence, and other documents maintained for each office which orders items from stock, including State agencies, regional offices, district/branch offices, central office components, etc. The documents are filed by office code.</p> <ol style="list-style-type: none"> 1. Review each folder annually and destroy documents dated 2 or more years prior. 2. Destroy all documents in the folder once the office ceases to be a customer. <p>C. <u>Catalog Cards</u></p> <p>Three-by-five cards for each item in the SSA Supply catalog. The cards provide a brief description of the item and identify its stock number, manufacturer, and price.</p> <p>Destroy individual cards 5 years after the related item is removed from stock.</p> <p>D. <u>Coding Sheets</u></p> <p>Forms used to enter data on SSA's supply activities into the automated Social Security Supply (SSS) System. The data are extracted from purchase orders, requisitions, receiving reports, and other sources. Included are forms in the SSA-2039 series.</p> <p>Destroy 1 month after data have been entered into the system.</p>		

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	<p>E. <u>Requisition Punchcard Files</u></p> <p>Punchcards used in requisitioning items from SSA or GSA stock. The cards identify the item and quantity requisitioned. Included is Form SSA-1259, Requisition Card, or its equivalent. Cards for GSA stock items are forwarded to GSA. One set is retained onsite. Cards for SSA stock items are used to prepare lists from which supply personnel fill the requisition. The lists are retained in the customer files (item II.B. above).</p> <p>1. <u>Cards for GSA Stock Items</u></p> <p>Destroy retained cards after 1 month.</p> <p>2. <u>Cards for SSA Stock Items</u></p> <p>Destroy once list has been prepared and verified as accurate.</p> <p>NOTE: Destroy any unused cards once the related item is removed from stock.</p> <p>F. <u>Catalog Punchcard Files</u></p> <p>Punchcards for each item in the SSA supply catalog used to prepare listings from which the catalog is printed.</p> <p>Destroy individual cards when the related item is removed from stock.</p> <p>G. <u>Miscellaneous Punchcard Files</u></p> <p>1. Card sets used in the preparation of recurring reports or listings.</p> <p>Destroy individual cards when replaced by new ones. Destroy card sets when the report or listing is no longer required.</p> <p>2. Card sets used in one-time or special jobs.</p> <p>Destroy 6 months after completion of the job.</p>		

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III.	<p><u>RECEIVING, STORAGE AND ISSUE (RSI) RECORDS</u></p> <p>A. <u>Freight Traffic Records</u></p> <p>Memorandum copies of Government bills of lading maintained by number and by vendor. Included are copies of SF 1103, Government Bill of Lading, or its equivalent.</p> <p>1. <u>Numbered File Copies</u></p> <p>Transfer to the SSA Records Holding Area after 3 years. Destroy 1 year thereafter.</p> <p>2. <u>Vendor File Copies</u></p> <p>Destroy after 1 year.</p> <p>B. <u>Receiving Records</u></p> <p>1. Folders containing copies of requisitions, purchase orders, receiving reports, delivery receipts, and similar records. The records are retained to document the receipt of an item ordered by SSA from a private vendor or other Government agency.</p> <p>Destroy after 1 year.</p> <p>2. Copies of receiving reports (form SSA-6029) retained separately from the folders described above.</p> <p>Destroy after 1 year.</p> <p>C. <u>Requisition Voucher Files</u></p> <p>RSI copies of requisitions for items from current stock retained to document completion or cancellation of the order. The requisitions are being replaced by voucher forms which will be completed by the ordering office once the item is received and returned to RSI.</p> <p>1. <u>Stockroom Copy</u></p> <p>Destroy after 2 years.</p> <p>2. <u>Other Copies</u></p> <p>Destroy after 6 months.</p>		

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	<p>D. <u>Item Backup Location Listings</u></p> <p>Weekly listings of items in current stock identifying item control number, pick location, and backup location.</p> <p>Destroy upon receipt of updated listing.</p> <p>E. <u>Stock Action Notice Files</u></p> <p>RSI copies of stock action notices (form CO-0454) retained to record adjustments to inventory.</p> <p>Destroy after 1 year.</p> <p>IV. <u>PROCUREMENT FILES</u></p> <p>A. <u>Contract Files</u></p> <p>Official and surveillance copies of contracts for the procurement of goods and non-personal services and related documents. Included are procurement planning schedules, requests for proposals, preproposal conference memorandums, abstracts of proposals, copies of successful and unsuccessful proposals, technical evaluation reports, cost advisory reports, summaries of negotiations, award notifications, and similar records. The files are maintained on a fiscal year basis in contract number sequence.</p> <p>1. <u>Official Files</u></p> <p>Close out file upon completion of all terms and conditions and upon completion of final audit (if required), hold 2 years, and then transfer to the FRC. Destroy 4 years thereafter.</p> <p>2. <u>Surveillance Files</u></p> <p>Destroy after DHEW audit or after 3 years, whichever is earlier.</p> <p>B. <u>Purchase Order Files</u></p> <p>Procurement copies of purchase orders and related supporting documents (requisitions, receiving reports, etc.). Included are copies of SF 147, Purchase Order, or their equivalents. The documents are maintained in</p>		

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	<p>purchase order number sequence.</p> <p>Destroy after 3 years.</p> <p>C. <u>Unsolicited Proposal Files</u></p> <p>Copies of unsolicited or unsuccessful proposals regarding available services or goods received from qualified private vendors. The proposals are retained in the event that similar services or goods are sought by SSA in the future.</p> <p>Destroy after 3 years.</p> <p>D. <u>Vendor Files</u></p> <p>Brochures, literature, price lists, pamphlets, and other advertisement-type material received from private vendors. The material is retained as a ready source of information about the vendor and its products. It is filed by the name of the vendor.</p> <p>Destroy when superseded or obsolete.</p> <p>E. <u>GSA Price Schedules</u></p> <p>Schedules published by GSA listing prices for which various items must be purchased by Government agencies.</p> <p>Destroy 1 year after supersession.</p> <p>F. <u>Bidder's Mailing List Files</u></p> <ol style="list-style-type: none">1. Applications to be placed on the mailing list received from private vendors. Included is SF 129, Bidder's Mailing List Application, or its equivalent. <p>Destroy after 1 year.</p> <ol style="list-style-type: none">2. Punchcards for each vendor on the mailing list used in the preparation of the list. <p>Destroy individual cards once vendor is dropped from mailing list.</p> <ol style="list-style-type: none">3. Printed mailing list. <p>Destroy upon receipt of updated list.</p>		

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V.	<p><u>EQUIPMENT MANAGEMENT FILES</u></p> <p>A. <u>Property Disposal Case Files</u></p> <p>Case files documenting the sale, transfer, or exchange of surplus personal property. Included in the files are invitations, proposals, acceptances, lists of surplus property, vouchers, correspondence, and related material. Also included are copies of Form SSA-2006, Request for Disposal Instructions.</p> <p>Place in an inactive file upon completion of disposal action, hold for 2 years, and then transfer to the FRC. Destroy 4 years thereafter.</p> <p>B. <u>Property Disposal Report</u></p> <p>Annual report citing total acquisition cost of personal property exchanged, sold, or otherwise disposed of. The report is submitted to DHEW and GSA. Also included are related background papers.</p> <p>Destroy after 3 years.</p> <p>C. <u>Report of Property Held by Contractors</u></p> <p>Annual report on the value of equipment and stored expendable supplies held by contractors at the end of the fiscal year. The report is forwarded to DHEW. Also included are related background papers.</p> <p>Destroy after 3 years.</p> <p>D. <u>Property Record Cards</u></p> <p>Punchcards for each capitalized and non-capitalized piece of equipment under SSA control. The cards are used for equipment control purposes. Included is Form OAAD-2025, Property Record Card, or its equivalent.</p> <p>Destroy 2 years after piece of equipment is removed from agency control.</p> <p>E. <u>Inventory Files</u></p> <p>Records accumulated in the annual inventory of capitalized equipment in SSA headquarters and field offices. Included are reporting forms and consolidated listings.</p> <p>Destroy after 3 years.</p>		