

**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

2. MAJOR SUBDIVISION

Social Security Administration

3. MINOR SUBDIVISION

Employee Health Service

4. NAME OF PERSON WITH WHOM TO CONFER

George S. Yamamura

5. TEL. EXT.

45770

LEAVE BLANK	
DATE RECEIVED AUG 29 1975	JOB NO.
DATE APPROVED	NC - 47-76-18
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>9-11-75</u> Date	<u>James P. O'Neil</u> acting 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.

8/12/75
(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
	<u>Records Retention and Disposal Schedule</u> <u>Employee Health Files</u>		
I.	<u>EMPLOYEE HEALTH RECORDS</u> <u>A. Health Record Case Files</u> Forms, correspondence, and related papers documenting employee medical history. Included are nursing notes, chronological histories, physical examination invitations, and related papers. Excluded are documents relating to pre-employment physical examinations, disability retirement examinations, fitness for duty examinations, and health qualification placements which are removed from the file upon separation of the employee and forwarded to the Division of Personnel for inclusion in the official personnel folder. Transfer to an inactive file upon separation of the employee, hold 2 years, and then transfer to the SSA Records Holding Area. Destroy 4 years thereafter.		
	<u>B. Separated Employee Card Files</u> Cards for each separated SSA employee listing the scheduled disposal date of the employee's health record case file. The cards are used to control the disposition of the case file. Destroy upon destruction of the employee's case file.		

Copy to Agency 9/16/75

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>C. <u>X-Ray Files</u></p> <p>X-rays for SSA employees taken in the course of routine physical examinations.</p> <p>Destroy upon receipt of more recent X-ray or after 5 years, as appropriate.</p> <p>D. <u>X-Ray Examination Card Files</u></p> <p>Cards for each employee participating in SSA's physical examination program listing name, social security number, and date of X-ray.</p> <p>Destroy upon separation of the employee.</p> <p><u>BLOOD ASSURANCE PROGRAM FILES</u></p> <p>A. <u>Blood Donor Card Files</u></p> <p>Cards listing the name, social security number, and blood type of each SSA employee participating in the blood assurance program. The cards also record the dates of donation.</p> <p>Transfer to an inactive file upon separation of the employee. Destroy 1 year thereafter.</p> <p>B. <u>Appointment Cards</u></p> <p>Form CO-1051, Blood Donor Appointment Card, or its equivalent. The cards give the date, time, and place, of the donor's appointment.</p> <p>Destroy after completion of the appointment.</p> <p>C. <u>Blood Assurance Program Report</u></p> <p>Quarterly report on the number of employees scheduled to donate blood and the number using blood under the program.</p> <p>Destroy after 2 years.</p>		