

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items

47

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

LEAVE BLANK	
DATE RECEIVED OCT 28 1975	JOB NO.
DATE APPROVED	NC-47-76-15

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

2. MAJOR SUBDIVISION
 Social Security Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 George S. Yamamura, SSA Records Officer

5. TEL. EXT.
 45770

11-5-75 *James B. Rhoads*
 Date Archivist of the United States

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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.

10/22/75
 (Date)

Eugene J. Reed, Jr.
 for Russell O. Hess
 (Signature of Agency Representative)

Dept. Records Mgt. 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>FILES COMMON TO MOST SSA OFFICES</u>			
I.	<u>OFFICE PERSONNEL FILES</u>		
I.	<u>Employee Pay Slips</u> Timekeeper's copies of individual employee pay slips. Included is the green copy of Form OS-340, Earnings and Leave Statement, or its equivalent. Cut off file at the end of the calendar year. Destroy 1 year thereafter.		
K.	<u>Application for Leave</u> Forms used to request and approve the taking of leave. Included are SF-71, Application for Leave, Form CO-6149, Request for Annual Leave; or their equivalents. Cut off file at the end of the calendar year. Destroy 1 year thereafter.		
The items requested above originally appeared in Job Number NC-47-75-22.			

Copy to Agency 11-1-75 CRD