

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 47

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

LEAVE BLANK	
DATE RECEIVED <i>12/14/73</i>	JOB NO.
DATE APPROVED NC	184-115

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION **Bureau of District Office Operations
 and Bureau of Retirement and Survivors Insurance**

4. NAME OF PERSON WITH WHOM TO CONFER
Arthur J. Benner

5. TEL. EXT.
130-45771

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

1-7-74
 DATE *acting* **James E. O'Neill**
 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 1 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.

12/7/73
 (Date)

[Signature]
 (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
1.	<p><u>POST-ENTITLEMENT SOURCE DOCUMENTS</u></p> <p>The files described in this schedule are source documents accumulated as a result of reporting and handling post-entitlement events by beneficiaries and the Social Security Administration. For the purposes of this schedule, a post-entitlement event is defined as any action requiring a change in a beneficiary's account after initial entitlement. These records accumulate in SSA district and branch offices and in SSA program centers.</p> <p><u>Work Report Records</u></p> <p>These files consist of Form SSA-1425, Reporting Card, and comparable documents used by beneficiaries or their representatives to report current year work and earnings information to the Social Security Administration. Excluded from this definition are Annual Reports of Earnings submitted pursuant to Section 203 (h) and (i) of the Social Security Act.</p> <p>Retain at the point of receipt for three (3) months and then dispose of the source document.</p>		

DISPOSAL APPROVED

1 item