

Revised November 1961  
 Prescribed by General Services  
 Administration  
 GSA Reg. 3 IV 101.4  
 (See Instructions on Reverse)

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

LEAVE BLANK	
DATE RECEIVED <b>MAR 20 1974</b>	JOB NO
DATE APPROVED <b>NC 174-172</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 DIVISION  
Social Security Administration

3 MINOR DIVISION  
Office of Research and Statistics

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

5 TOLL EXT  
45772

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-30-74  
 Date

James B. Rhoads  
 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 schedule of 23 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

3/14/74 (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
	<u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF RESEARCH AND STATISTICS</u>		
	The records described in this Schedule are accumulated by the Office of Research and Statistics. However, all of the records are not maintained in any single office.		
I.	<u>RESEARCH GRANTS AND CONTRACTS RECORDS</u>		
	These records accumulate in the processing of applications for grants and contracts which are awarded under the trust fund and grants program.		
	<u>A. Grants Program Records</u>		
	These records consist of applications for cooperating research or demonstration grants, the final report for funded projects, and related correspondence.		
	<u>1. Applications for Completed Projects</u>		
	Destroy 5 years after completion of project.		
	<u>2. Rejected Project Applications</u>		
	Destroy after 3 years.		

CAO Concurrence Required

Four copies, including original, to be submitted to the National Archives and Records Service

Sent to Agency 8/1/74  
 Sent to Field

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (Indicate the Date of Retention Period)	9 SAMPLE OF JOB NO	10 ACTION TAKEN
✓	<p>3. <u>Copies of Final Reports</u></p> <p>a. <u>Record Copy</u> Retain permanently.</p> <p>b. <u>Other Copies</u> Destroy after 1 year.</p> <p>B. <u>Contracts Records</u></p> <p>These Records consist of:</p> <p>1. <u>Unsolicited Contract Proposals</u></p> <p>a. Rejected contract proposals. Destroy 3 years after date of decision.</p> <p>b. Awarded contract proposals including Form DDW-554, Negotiated Contract, invoices for services, and related correspondence. Destroy 3 years after completion of contract.</p> <p>2. <u>Requests for Proposals</u></p> <p>a. Rejected proposals. Destroy 3 years after date of decision.</p> <p>b. Awarded proposals, related correspondence, and final reports.</p> <p>(1) Destroy 3 years after completion of contract.</p> <p>(2) <u>Final Reports</u></p> <p>(a) <u>Record Copy</u> Retain permanently.</p> <p>(b) <u>Other Copies</u> Destroy after 1 year.</p>		✓

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (Include Date(s) or Other Period)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>C. <u>Advisory Committee Records</u></p> <p>These records consist of minutes of meetings, comments and reports of an annually appointed committee, which is established to review applications for grants and contracts and to decide whether to fund or reject a given project.</p> <p>Transfer to the FRC when no longer needed for reference. Destroy after 20 years' retention in the FRC.</p> <p>D. <u>Funding Policy Correspondence</u></p> <p>These records consist of correspondence between SSA and the Social and Rehabilitation Service (SRS) regarding the funding of grants and contracts. SRS has Congressional authority to disperse these funds.</p> <p>Transfer to the FRC when no longer needed for reference. Retain permanently. <del>in the FRC.</del></p>		
<p>II.</p>	<p><u>INTERNATIONAL STAFF RECORDS</u></p> <p>A. <u>Comparative Studies Records</u></p> <p>These documents accumulate in the collection of data relating to social security programs of all countries. The resultant findings are published every two years in <u>Social Security Throughout the World</u>, as well as intermittent articles in the <u>R &amp; B News</u>, <u>Social Security Bulletin</u>, and foreign periodicals. Included are papers presented at International meetings, and related correspondence.</p> <p>1. <u>Reports and Articles</u></p> <p><i>Retain</i>  <del>Transfer to the FRC</del> record copy permanently.</p> <p>2. <u>Papers Presented at International Meetings</u></p> <p>Transfer to the FRC when no longer needed for reference. Permanent.</p> <p>3. <u>All Other Material</u></p> <p><del>Destroy after 5 years.</del></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WHY EXCLUSIVE DATE OR RETENTION PERIOD?)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>B. <u>Technical Liaison Records</u></p> <p>These documents accumulate in maintaining relationships between SSA and international social security organizations, such as the International Labor Organization, the International Social Security Association, and the Inter-American Conference on Social Security. Included are replies to inquiries and questionnaires on U.S. Government policy, correspondence relating to appointments to committees which research specific social security problems, develop questionnaires, and prepare reports. Also included are documents relating to development of international agreements on social security, such as correspondence between members of the negotiating team, official reports of meetings, copies of the final agreement, interpretations of the agreement, and auxiliary agreements. The official copy of the agreement is maintained in the Department of State.</p> <ol style="list-style-type: none"><li>1. <u>Replies to Inquiries and Questionnaires</u> Destroy after 3 years.</li><li>2. <u>Committee Appointment Correspondence</u> Destroy after 5 years.</li><li>3. <u>Documents Relating to International Agreements</u> <i>Retain</i> <del>Maintain</del> permanently.</li></ol> <p>C. <u>International Training Records</u></p> <p>These documents accumulate in arranging for training of foreign nationals in social security educational programs. Included are lists of those persons trained, training curricula, and related correspondence. Also included are documents accumulated in providing technical assistance to the Agency for International Development and other agencies regarding parameters of social security technical needs of developing countries, and correspondence from other countries relating to their needs.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH BEGINNING DATE OR RETENTION PERIOD)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<ol style="list-style-type: none"><li>1. <u>Training Lists and Curricula</u>  Transfer to the FRC when no longer needed for reference. <del>Maintain</del> permanently in the FRC.</li><li>2. <u>All Other Material</u>  Destroy after 3 years.</li></ol>		
III.	<p><u>PUBLICATIONS RECORDS</u></p> <p>These documents relate to the publication of ORS studies, such as the <u>R &amp; S Notes</u>, the <u>Medicare Data Series</u>, and the <u>Disability Applicants Statistics</u>. Included are camera copy and negatives of the publications; Forms HEW-26, Requisition for Duplicating, Photographing, and Miscellaneous Processing; SSA-100, SSA Printing Requisition, and equivalent documents.</p> <ol style="list-style-type: none"><li>A. <u>Documents Relating to R &amp; S Notes</u>  Destroy 1 year after printing.</li><li>B. <u>All Other Material</u>  Destroy after 2 years.</li></ol>		
IV.	<p><u>EVALUATION AND MEASUREMENT SYSTEM RECORDS</u></p> <p>These records accumulate in evaluating a sample of recent adjudications of basic RSDI claims. The claims are redeveloped to determine if related policies and procedures are being observed. The data is transferred from the coding sheets, Forms CO-1125, EMS Case Coding under CH and EMS--Initial Entitlement; CO-1125A, EMS Subsequent Coding Sheet--A--Control Data and General, and equivalent forms, to punchcards and then to tape, from which is produced tabulated listings. Included is Form SSA-1402, EMS Case Control Sheet, which is the main control for redevelopment of each EMS case selected for sampling. It is updated with notations of development of each case, and is cross-checked against the data base which contains characteristics of the case. SSA-1402 is maintained.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH RETENTION DATE OR ACTION TO BE TAKEN)	9 SAMPLER OR JOB NO	10 ACTION TAKEN
	<p>The tabulated listings are used to prepare reports which cover factors of RSDI entitlement and which analyze the correctness of the original finding. These reports include:</p> <p>A. <u>Semiannual Report</u></p> <p><u>Preliminary Data on Policies and Procedures Regarding Initial Entitlement to RSDI Benefits.</u></p> <p>B. <u>Annual Report</u></p> <p><u>Report on Policies and Procedures for Establishing Initial Entitlement to RSDI Benefits.</u></p> <p>C. <u>Special Reports</u></p> <p>Reports issued as requested by other bureaus and offices, on such subjects as teleservice, and representative payees.</p> <p>1. <u>Coding Sheets, Punchcards, and Tabulated Listings</u></p> <p>Transfer to the SSA Holding Area after 1 year. Transfer to the FRC after 2 years. Destroy after 3 years' retention in the FRC.</p> <p>2. <u>SSA-1402</u></p> <p>Destroy original documents after microfilm has been proven acceptable. Retain microfilm <i>in indefinitely. agency space until administrative value ceases; destroy</i></p> <p>3. <u>Semiannual Report</u> <i>when no longer needed.</i></p> <p>Destroy after publication of annual report..</p> <p>4. <u>Annual Report and Special Reports</u></p> <p><i>Retain</i> with an record set permanently.</p>		
V.	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>A. <u>Office Service and Supply Records</u></p> <p>These documents relate to ordinary supplies and equipment used by an office; office space and</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WHICH INCLUDE DATE OF RETENTION PURPOSE)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>utilities, communications, transportation, custodial, or other services required by an office; and to the general maintenance of an office. These records include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Requests for supplies, receipts for supplies and equipment, requests for disposal of equipment, and similar papers pertaining to office supply matters.  Destroy after 2 years.</li> <li>2. Requests for publications and blank forms, and other papers related to the supply and distribution of publications to the office.  Destroy after 2 years.</li> <li>3. Documents related to local transportation and custodial service required by an office.  Destroy after 2 years.</li> <li>4. Requests for installation of telephones, telephone extensions, requests for change to telephone directories, and similar papers.  Destroy after 2 years.</li> <li>5. Documents related to ORS participation in charitable affairs, such as the annual Combined Federal Campaign.  Destroy after 2 years.</li> <li>6. Documents related to building facilities, such as floor plans, space surveys, reports of need for additional space, and related correspondence.  Destroy when no longer needed for reference or when the activity is completed.</li> </ol> <p>B. <u>Employee Accident and Health Records</u></p> <p>These documents relate to employee health projects, such as blood donations, prevention shots, and related correspondence. Included is Form HEW-516,</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR EXTENSION CLAUSE)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Accident Report, which is a quarterly report of all accidents occurring in ORS.</p> <p>1. <u>Form HEW-516</u></p> <p>Destroy after 1 year.</p> <p>2. <u>All Other Material</u></p> <p>Destroy 4 months after occurrence of the activity.</p> <p>C. <u>Report of Loss or Theft</u></p> <p>This record consists of GSA Form 182, Report of Loss or Theft, which is prepared after these occurrences.</p> <p>Destroy after 4 months.</p> <p>D. <u>Records Disposition Records</u></p> <p>These documents reflect the location and/or disposition of records retired or transferred out of an office to the FRC or to the SSA Records Holding Area. Included are Forms SF-135, Records Transmittal and Receipt, SSA-325, SSA Records Transmittal, SSA-323, Request to Transfer or Dispose of Material in SSA Records Holding Area, and their equivalents.</p> <p>Destroy when all records reflected on the list have been disposed of.</p> <p>E. <u>Training Records</u></p> <p>These records are accumulated in administering ORS personnel's participation in various training programs, such as GEMPA, STRIDE, ACE, Upward Mobility, and Staff Development. Included are class attendance lists, absentee lists forwarded by educational institutions, and related correspondence between coordinators. Also included are Forms HEW-350, Training Request and Authorization, HEW-737,</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (INCLUDE DATE OR DURATION IF POSS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Authorization for Training in Other Government Facilities, and equivalent forms.</p> <p>1. <u>Upward Mobility Records</u> Destroy after student leaves the program.</p> <p>2. <u>Absentee Lists</u> Destroy after receipt of next list.</p> <p>3. <u>All Other Material</u> Destroy after 2 years.</p> <p>F. <u>Awards Records</u> These documents accumulate in the processing of awards initiated by ORS, such as high quality increases, special achievements, and suggestions. Included are Form SSA-171, Recommendation for Award, and its equivalent, and related correspondence. Destroy after 2 years.</p> <p>G. <u>College Recruitment Records</u> These records pertain to recruitment of management interns from various universities to work in ORS for a 6 to 12 month period. Included are correspondence relating to the program, and questionnaires which solicit the participant's reaction to the program. Destroy after 2 years.</p> <p>H. <u>Printing Records</u> These files consist of requester's copies of Form SSA-100, SSA Printing Requisition, and its equivalent. Destroy after 1 year.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-- Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM AND BEGINNING DATE OF RETENTION PERIOD	9 SAMPLE OF JOB NO	10 ACTION TAKEN
	<p>I. <u>Budget Records</u></p> <p>These documents relate to the preparation of budget projections for ORS, the approved budget, as well as all objects of expenditures which are charged against the budget. Included are documents pertaining to each object and subobject class of expenditures, such as travel, equipment, printing, rentals, and supplies. Also included are control ledgers, the Monthly Transaction Report Listing, and travel records.</p> <p>1. <u>Monthly Transaction Report Listing</u> Destroy after 2 fiscal years.</p> <p>2. <u>All Other Material</u> Destroy after 3 fiscal years.</p> <p>J. <u>Payroll Records</u></p> <p>These documents relate to ORS expenditures for personnel. Included are listings from Financial Management, OA, such as Personal Services and Benefits Expenditures, Data Flow Back Common Accounting Number and Object Class Summary, and Payroll Transaction Totals.</p> <p>Destroy after 2 fiscal years.</p> <p>K. <u>Manpower and Staff Reports</u></p> <p>These reports contain statistics on manpower and staffing in ORS such as average grade reports, and are forwarded to Financial Management, OA.</p> <p>Destroy after 2 fiscal years.</p> <p>L. <u>Personnel Records</u></p> <p>1. <u>Operational Officials' Personnel Records</u></p> <p>These records consist of working copies of employees' records. The official copies of</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PURPOSES)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>These records are maintained in the official personnel folders in OA Personnel. Included are copies of SF-52, Request for Personnel Action; employee appraisals, employee record cards, within-grade notifications; reports of employee interview concerning rating, appraisal, and job conduct; and similar documents pertaining to individual employees.</p> <p>Destroy in accordance with Appendix B, Filing Retention Table (Employee Records and Files), Chapter II, SSA Guide 1-4, Personnel Guide for Supervisors.</p> <p>2. <u>Position Description Records</u></p> <p>These records consist of Optional Form 3, Position Description, for each position in ORS.</p> <p>Destroy obsolete position descriptions after 5 years.</p> <p>3. <u>Personnel Staffing Records</u></p> <p>These records consist of documents relating to promotion of ORS employees, such as Form SSA-285, Request for List of Eligibles and Promotion Listing; vacancy announcements; Weekly and Monthly Reports of staffing accessions and losses; Minority Employment Report, prepared by OA Personnel, and equivalent documents.</p> <p>a. <u>Promotion Package</u></p> <p>Destroy after 2 years.</p> <p>b. <u>Weekly and Monthly Reports</u></p> <p>Destroy after 1 year.</p> <p>c. <u>Minority Report</u></p> <p>Destroy upon receipt of next report.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATE OR DATES IN PARENTS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>M. <u>Reports Management Report</u></p> <p>This annual report consists of Form SSA-4099, Proposal for a New, Revised, or Eliminated Report, which is forwarded to OA.</p> <p>Destroy after 2 years.</p>		
VI.	<p><u>SUPPLEMENTAL SECURITY INCOME RECORDS</u></p> <p>A. <u>State Statistics Reports</u></p> <p>These monthly reports, prepared at the request of ORS, contain data on payments made to SSI recipients by the individual states.</p> <p>Retain permanently.</p> <p>B. <u>SSI Publications</u></p> <p>These reports, based on statistics received monthly from BDP and from the Bureau of Census, are published periodically in the <u>R &amp; S Notes</u> and as special reports.</p> <p><u>Record Copy of Reports and Tabulations</u></p> <p>Retain permanently.</p>		<p>ORS [unclear]          [unclear]</p>
VII.	<p><u>ECONOMIC AND LONG RANGE STUDIES RECORDS</u></p> <p>These records accumulate in carrying out analytical studies of the effect of Government wide funding of projects on income distribution in the U.S. The studies, such as Cost Distributive Effects of Current Income-Maintenance, Workmen's Compensation Estimates, and Federal Grants to States, are published in the <u>Social Security Bulletin</u>, and in the <u>Annual Statistical Supplement to the Bulletin</u>. Other long term projects include studies of Welfare Reform, Financing Social Security, and Private Pension Plans. Data from the Bureau of Census, Internal Revenue Service, and other agencies are used in preparing these studies. The long term studies are published periodically, and may be combined into a monograph or staff paper.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH BRITISH DATES OF PUBLICATION IF APPLICABLE)	9 SAMPLE OR JOB NO.	10. ACTION TAKEN
✓	A. <u>Record Copy of Publications</u> <del>Maintain</del> permanently.		
VIII.	B. <u>Background Data</u> <del>Maintain indefinitely.</del> <i>Retain in agency space until administrative value clears; destroy</i>		
	<u>ECONOMIC PROJECTIONS AND EARNINGS ANALYSIS RECORDS</u> <i>when no longer needed</i>		
	These records accumulate in projecting, for budget planning purposes, social security payroll tax revenue to the trust fund. Included, but not limited to, are:		
	A. <u>Projections of OASDHI Tax Liability and Collections</u>  This report, prepared as needed for use by the Office of Management and Budget (OMB), Department of Treasury, and other offices and bureaus, projects the budget position of the social security revenue tax and the policy implications for financing. Included is related background data received from OMB and other offices.  Destroy after 10 years.		
	B. <u>Projections for Establishment and Maintenance of Workloads</u>  This annual report, with quarterly revisions, projects, for budget purposes, the selected BDP workloads two fiscal years in advance.		
	1. <u>Record Set</u> <del>Maintain</del> permanently.		
	2. <u>All Other Copies</u>  Destroy after 1 year.		
	C. <u>Continuous Work History Sample Tabulations</u>  These tabulations from BDP contain research regarding employment and earnings of persons covered by social security, such as the impact of the retirement test, and movement of the self-employed between wage and salary work.  Destroy when no longer needed for reference.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM AND RECOMMENDED DATE FOR REMOVAL FROM FILE	9 SAMPLE OR JOB NO	10 ACTION TAKEN
D.	<p><u>Old Age Award Data Tabulation</u></p> <p>This tabulation records the totals of old age retirement actions, both by State and nationally.</p> <p>Destroy when no longer needed for reference.</p>		
EX.	<p><u>DISABILITY STUDIES RECORDS</u></p>		
A.	<p><u>Social Surveys Records</u></p>		
	<p>These records consist of original and microfilm copies of tabulations of Bureau of Census questionnaires pertaining to the socio-economic status (such as income, assets, health, medical costs, living arrangements, and employment history) of applicants for disability insurance. The tabulations are used to prepare special reports on the disabled, such as <u>Identifying the Disabled: Concepts and Methods in the Measurement of Disability; Work and Earnings of the Disabled; and General Characteristics of the Disabled</u>. Monographs, which incorporate broad summaries of the reports, are published at the completion of the special studies.</p>		
1.	<p><u>Tabulations</u></p>		
	<p>Destroy original documents after microfilm has been proven acceptable. Maintain microfilm indefinitely. <i>in agency space until administrative value ceases; destroy</i></p>		
2.	<p><u>Reports and Monographs</u> <i>when no longer needed.</i></p>		
✓	<p><i>Retain</i>          Maintain record copy permanently.</p>		
B.	<p><u>Special Studies Records</u></p>		
	<p>These records consist of longitudinal 2-1/2 percent randomly selected sample of disability insurees (excluding dependents) selected from disability insurance folders. Punchcards, prepared from the data, are used to produce tapes. The tape contains such data as the general characteristics of the insuree, data pertaining to the disability program, and the sample collected of the medical factors of disability. Included are Forms CO-2185, ORSI</p>		

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
	<p>Characteristics of Claimant, CO-2185A-G, State Agency Initial Determination, and their equivalents. Reports which are prepared from the data include:</p> <ol style="list-style-type: none"><li>1. <u>Periodic Data Summary</u>  Published monthly or quarterly, this report contains the sample size, selected characteristics of the sample, such as age, sex, medical impairment, type of occupation, and decision outcome.</li><li>2. <u>Project Studies</u>  Published annually, these reports pertain to the methodology of the disability program, such as Longitudinal Approach of Reconsideration Decision Process, and Medical Evaluation Process in BDI.</li><li>3. <u>Staff Reports</u>  These reports, prepared periodically at the request of other bureaus and offices, contain data on subjects such as the impact upon the public of proposed increased or decreased coverage, the effect of a proposed increased case load, and the effects of a changed definition of disability.<ol style="list-style-type: none"><li>a. <u>Reports</u> <i>Retain</i> <del>Maintain</del> record copy permanently.</li><li>b. <u>Forms</u>  Destroy after 1 year.</li><li>c. <u>Punchcards</u>  Destroy 1 year after tape is produced.</li><li>d. <u>Tapes</u>  <i>Maintain indefinitely in agency space until administrative value ceases, destroy when no longer needed.</i></li></ol></li></ol>		

RECEIVED  
OFFICE OF THE  
SECRETARY OF DEFENSE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH FIELD FOR DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>C. <u>Program Analysis Records</u></p> <p>These records consist of tabulations, tables, reports, and related correspondence regarding analyses of the disability program and disability beneficiaries. The reports are published in the R &amp; S Notes, on such subjects as <u>Adults Disabled Since Childhood</u>, <u>Identifying Disabled Workers Who May Return to Work: Rehabilitation and Medical Improvement Screening Decisions</u>; and <u>Spanish Surname Social Security Beneficiaries in the Southwest</u>. The reports may be republished in the <u>Social Security Bulletin</u>.</p> <p>1. <u>Tabulations</u></p> <p>Destroy after publication of reports.</p> <p>2. <u>Reports</u></p> <p><i>Retain</i>  <del>Maintain</del> record copy permanently.</p>		
<p>X.</p>	<p><u>RETIREMENT AND SURVIVORS RECORDS</u></p> <p>These documents accumulate in the collection of data for use in studies of the aged population and survivors of deceased workers. The data is received from the Bureau of Census in the forms of original and microfilm copies of tabulations and tapes. After study, the data is published in the <u>Social Security Bulletin</u>, on such subjects as <u>The Family Structure in Preretirement Years</u>, and <u>Student Beneficiaries</u>. The articles are reprinted periodically as survey reports. Also included is related correspondence.</p> <p>A. <u>Reports</u></p> <p><i>Retain</i>  <del>Maintain</del> record copy permanently.</p> <p>B. <u>Tabulations and Tapes</u></p> <p>Maintain <del>indefinitely</del> <i>in agency space until administrative value ceases; destroy when no longer needed.</i></p>		



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
XI.	<p><u>OASDI STATISTICS RECORDS</u></p> <p>A. <u>Earnings and Employment Statistics Records</u></p> <p>1. <u>Letters to the Department of Treasury</u></p> <p>These annual reports, Tax Refund Estimates, and Single Employer Excess Taxes, relate to the transfer of payments from the social security trust fund to general revenue funds.</p> <p><u>Record Copy</u>  <del>Maintain</del> <i>Retain</i> permanently.</p> <p>2. <u>Earnings and Employment Statistics Reports</u></p> <p>These reports which are based on original and microfilm copies of statistical tabulations from OASDI program statistics, include, but are not limited to, the following:</p> <p>a. <u>Earnings Distributions in the U.S.</u></p> <p>This report, prepared annually, provides data by standard metropolitan area on workers and earnings in covered employment by age, race, and sex.</p> <p>b. <u>Social Security Farm Statistics</u></p> <p>This report, published periodically, contains data on the number of farm workers, farm employers, and self-employed farmers, by State.</p> <p>c. <u>State and Local Government Employment Statistics</u></p> <p>This report, published annually, contains data on the number of workers covered under social security, compared to all State, county, and local Government employees.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 NUMBER	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIOD)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>d. <u>County Business Patterns</u></p> <p>This report, published jointly by SSA and the Bureau of Census, contains data on workers and payrolls by county and industry for the private nonfarm sector of industry.</p> <p>e. <u>Other Periodic Reports</u></p> <p>These reports, published in the <u>Social Security Bulletin</u> and in the <u>R &amp; S Notes</u>, include such subjects as <u>Household Employment under OASDHI</u>, <u>Self-Employed Medical Doctors</u>, and <u>Social Security Number Issuances</u>.</p> <p>(1) <u>Tabulations</u></p> <p>Destroy after microfilm has been verified as accurate.</p> <p>(2) <u>Microfilm</u></p> <p>Maintain <i>in agency space</i> indefinitely.</p> <p>(3) <u>Reports</u> <i>destroy when no longer needed.</i></p> <p><i>Retain</i> record copy permanently.</p>		
	<p>B. <u>Claims and Benefits Statistics Records</u></p> <p>These documents accumulate in preparing for publication statistics on OASDI benefits and beneficiaries. The publications include the Monthly Benefit Statistics which contains summaries of cash benefits awarded and in current payment status for calendar and fiscal years, and special studies, such as Student Beneficiary. Data published in the <u>R &amp; S Notes</u>; statistical tables contained in the monthly <u>Social Security Bulletin</u>, and in the <u>Annual Statistical Supplement</u>; <u>Disability Applicant Statistics</u>, published annually, and the <u>OASDI State and County Data Book</u>, published annually, which contains monthly cash benefit data by beneficiary's residence. Included are specific-</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (SEE PREVIOUS PAGES OR REFERENCE THEREIN)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>ications for the studies, original and microfilm copies of tabulations, and related correspondence.</p> <ol style="list-style-type: none"><li><u>Tabulations</u> Destroy after microfilm has been proven acceptable.</li><li><u>Microfilm</u> Maintain <del>indefinitely</del> <i>in agency space until value clears; destroy when no longer needed.</i></li><li><u>Publications</u> <i>Retain</i> <del>maintain</del> record copy permanently.</li><li><u>All Other Material</u> Destroy after 2 years.</li></ol> <p>C. <u>Statistical Operations Records</u></p> <ol style="list-style-type: none"><li><u>Reimbursable Services Records</u> These documents accumulate in processing requests for statistical services from non-SSA offices. Included are Forms SSA-1033, Estimation Form for Use in Negotiating Reimbursable Services, SSA-1034, Agreement Covering Reimbursable Services, or equivalent forms, and related correspondence. Destroy after 10 years.</li><li><u>Specifications Records</u> These records consist of correspondence from other offices which are rewritten as specifications for statistical data to be processed by BDP. The specifications describe the parameters of the study to be undertaken. Destroy after 5 years.</li></ol>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR REFLECTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>D. <u>Statistical Systems Coordination Records</u></p> <p>1. <u>Special Projects</u></p> <p>These records consist of documents pertaining to projects undertaken at the request of other offices and bureaus. Included are copies of design specifications, punchcards, and tabulations for the projects such as the Longitudinal Disability Applicants Sample and Beneficiaries Earnings and Retirement Data.</p> <p>Destroy after 3 years.</p> <p>E. <u>Management Statistics and Services Records</u></p> <p>1. <u>Services Records</u></p> <p>These records consist of documents such as questionnaires, objectives, and specifications, accumulated in analyzing data which is published by other bureaus and offices.</p> <p>Destroy after publication of data.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH BEGINNING DATE, OR RETENTION PERIOD)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>2. <u>Management Statistics Records</u></p> <p>These documents, such as random sampling of bureau activities, are accumulated in estimating workload and staffing requirements necessary to carry out SSA activities in the bureaus and offices. Tables of anticipated workload, prepared quarterly, semiannually, and annually, are forwarded to the requesting office. The taped quarterly table is updated every 4 months.</p> <p>a. <u>Quarterly and Semiannual Tables</u></p> <p>Destroy after 1 year.</p> <p>b. <u>Annual Table</u></p> <p>Destroy after receipt of next Quarterly Table.</p>		
XII.	<p><u>HEALTH INSURANCE RECORDS</u></p> <p>The files described below accumulate in the development of a statistical program which provides information regarding Medicare for SSA offices and bureaus and for the health community at large.</p> <p>A. <u>Program Statistics Tabulations</u></p> <p>These records consist of tabulations prepared both from applications from beneficiaries and providers of health care and from carrier payment records received in BHI on carrier utilization.</p> <p>Transfer to the SSA Records Holding Area when no longer needed in current operations. Destroy when no longer needed for reference.</p> <p>B. <u>Management Information Records</u></p> <p>These records consist of monthly and quarterly workload reports received from individual intermediaries and carriers. The workload reports and information from the bills for services submitted by the intermediaries and carriers are published</p>		



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
	<p>2. <u>Annual Program Statistical Series</u></p> <p>This series, composed of seven sections, relates to a particular phase of health insurance, such as participating hospitals, enrollment, and an overall summary.</p> <p>3. <u>Reimbursement by State and County</u></p> <p>This annual report contains statistics on Medicare: Health Insurance for the Aged, Amounts Reimbursed, by State and County.</p> <p>4. <u>Other III Reports</u></p> <p>These annual or one-time reports relating to the Medicare program on such subjects as <u>CMS Data</u> and <u>Prescription Drugs</u>, are published in the <u>R &amp; S Notes</u> and in the <u>CMS Notes</u>.</p> <p><u>Record Set of Reports</u></p> <p><i>Retain</i> <del>Maintain</del> permanently.</p>		
	<p>D. <u>Specification Requests</u></p> <p>These records consist of correspondence with BDP outlining the specifications to be used in compiling data requested for studies, such as which data files to use, how to tabulate the data, and what to include and to exclude.</p> <p><i>Retain</i> <del>Maintain</del> permanently.</p>		