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These records consist of correspondence and reports of telephone conversations from the public and from Congressmen, on such matters as the service received in the district or branch office, inquiries pertaining to individual beneficiaries, and related concerns. Included are copies of speeches given by district or branch office personnel, and other public relations information. Copy Sent to Field 4 1874	Ι.	DISTRICT CFFICE CPS (District and Branch (District Office (Distr	chedule as e Operation of the Sociation of special of spe	are accurated and in a daministram, but ance and public a the send public a the send peeches and eeches and	reports and rvice inquiries related given by		

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7. ITEM NO.		9. DESCRIPTION OF ITEM (WITH INCLUSIVE DAYES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
		1. Congressional Correspondence		
		Destroy after 2 years.	<u> </u>	
		2. All Other Naterial		
		Destroy after 1 year.		•
	в.	BDOO Memos		
The second secon		These memorandums ("See Belows," numbered and unnumbered, and Identicals), are copies of central office issuances, which state or clarify BD00 organizational policies or issued instructions.		
		Destroy after 2 years.		
	c.	General Administration Notes		•
		These documents from BDOO Central Office ("GANs") highlight new procedures for claims or management of the district or branch office.		
		Destroy after 1 year.		
	D.	Program Circulars		
		These circulars outline new procedures for SSA programs, such as health insurance, disability insurance, retirement and survivor's insurance, and supplemental security income.		
		Destroy when superseded, obsolete, or when no longer needed for reference.		
. !	E.	District Office Work Report		
		This weekly report summarizes the total claims workload for each office.		
		Destroy after 2 years.		
			-	

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7. ITEM NO.	8. DECCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKE
F.	Precedent File Records		
	These records consist of documents related to claims which have become social security precedents. They are the basis for Commissioner's Decisions and Social Security Rulings. These claims were initiated in the district or branch office.		
	Destroy l year after precedent has been superseded or is no longer valid.		
G.	State and Local Coverage Records		•
	These records consist of background documents and copies of the final agreement of negotiations with states for social security coverage of their employees.		
	Destroy l year after termination of agreement.		
н.	Employer Reporting Records		
	These records consist of copies of correspondence on employer reporting of social security deductions. Included are State enumeration projects, reporting by individual employers of domestics, contacts to dissolve discrepancies in reporting, and similar documents.		
	Destroy after 1 year.		
Į I.	Survey and Audit Records	; ; ;	
	These records consist of copies of audits and reviews performed by the RO or CO in all areas of management and program operations, such as mail, claims, earnings discrepancies, teletype messages, and similar data.		
! !	Destroy after next comparable audit or after 1 year, whichever is later.		
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Job No.	Page	_4
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7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH DICLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	ACTION TAKES
	J. Benefits in Force Report		
	This report lists the number of beneficiaries in the service area who are receiving benefits.		
	Destroy after 3 years.)
	K. Disability Procedures Records		!
	These records consist of procedures for the handling of disability cases by veterans hospitals, State agencies, and other organizations, and includes related correspondence.		
	Destroy when superseded, obsolete, or when no longer needed for reference.		
	. Health Insurance Procedures Records		
	These records consist of procedures related to the health insurance program. They pertain to providers of services in the service area of the district or branch office, and include related correspondence. Included are State Buy-In Procedures which consist of background documents related to the review by the RO or CO, HI, of the State buy-in agreement. Also included is related correspondence.		
	Destroy when superseded, obsolete, or when no longer needed for reference.		
. 1	1. Supplemental Security Income (SSI) Frocedures Records		
	These records consist of procedures related to carrying out the SSI program in the district offices.		
· '	Destroy when superseded, obsolete, or when no longer needed for reference.		

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7. ITEM NO.		8 DESCRIPTION OF ITEM (WITH INCLUDIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	N.	Service Area Information and Referral Records		-
		These records pertain to background information relating to community involvement, such as beneficiary referrals to other service agencies, community relations, related correspondence and similar documents.		
		Destroy after 2 years.		
	0.	Field Facilities Records		
		These records consist of background material pertaining to the establishment of new offices, such as office specifications, office grade, service area classifications, area research, service area reviews, and similar documents.		
		Destroy 2 years after relocation or close of the office.		
	P.	Check Procedure Records These records consist of local procedures established for the processing, auditing, and review of checks. The checks are returned to the district and branch office for social security overpayment, health insurance benefits, supplemental medical insurance benefits, and similar instances. Also included is SSA-1395, Receipt and Transmittal of Refund PaymentsPremium Payments and Returned Benefit Checks, and its equivalent.		
	 	1. Procedures	٠.	
		Destroy when superseded, obsolete, or when no longer needed for reference.		
	•	2. Form SSA-1395		
	:	Destroy after 1 year.	•	
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7. ITEM NO.		8. DEJORIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKE:
II.	DIS	STRICT OFFICE RECORDS		1
	soc ent	ese records accumulate in processing claims for cial security beneficiaries. Excluded are post-citlement source documents which are covered sewhere.		
	Α.	Develorment Records		
		These records are used in developing initial claims for social security benefits. Included is Form SSA-250, District Office Development Record and its equivalent.		-
		Destroy 6 months after completion of development.		
	В.	Direct Input Source Documents		
		These documents contain data which is transmitted electronically to BDP. The information is entered onto the Master Beneficiary Record (MBR). Included are Forms SSA-450, Claims Input Data; SSA-450A, Also Input Document; SSA-450B, Subsequent Claims Input Short Form; SSA-1418, Claims Control Data; SSA-1551, Direct Dealing Provider Input Worksheet; SSA-2489, ARS Request for Critical Case Payment, and equivalent forms.		
		Destroy 1 calendar month after receipt of acknowledgement from BDP.		· · · !
	c.	Disability Determination Records		r 1 1 1
		These records are prepared in the district office and forwarded either to the State agency or to BDI for a determination of whether the case meets SSA's definition of disability. The district office receives a copy of the determination. Included is Form SSA-031, Disability Determination and Transmittal, and its equivalent.		
		District Office Copy .		
		Destroy after 6 months.	-	
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7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	O ACTION TAKE
III.	HOUSEKEEPING RECOPDS		
	A. Equitment Records		; }
	These records consist of background material related to equipment used in the district or branch offices, such as copiers, mimeograph machines, typewriters, microfiche readers, and similar equipment. This material contains the specifications, serial number, brochures, and similar information. Included is Form SSA-1646, Statistical Input Data, sent annually to Property Management Branch, OA. This report summarizes the results of onsite inspections performed by regional office or central office personnel.		
	Destroy when no longer needed for reference.		
	B. Safety Records These records pertain to personal safety in the district and branch office buildings. Included are the Facility Disaster Control Plan, safety regulations, equipment safety background material, questionnaires on occupational safety made to the regional office, and similar documents. Destroy when no longer needed for reference.		
	C. Employee Health Records These documents relate to employee health projects, such as prevention shots, monthly report from the HEW health unit, and similar material. Destroy after 2 years.		
	D. Financial Records These records consist of documents relating to the financial operations of the district or branch office. Included, but not limited to, are:		

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7. ITEM NO.		8. DEDORIFTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	ACTION TAKEN
	1.	Individual Procurement Transactions		
·		These records consist of copies of requisitions purchase orders, invoices, receiving reports, and comparable contractual instruments for local purchases of equipment and services.		
		Destroy after 2 years, except that material for transactions made under the provisions of ADS Guide BD00.f:130-34, Small Purchase Procedures (Local Purchase) must be retained for 3 years following the year in which the transaction is consummated.		,
	2.	Payroll Authorization Records		
		These records authorize persons to pick up payroll checks and bonds for SSA employees from the Regional Disbursing Center. Included is Form SF 1195, Recommendation and Designation of Agent to Receive and Deliver Checks and Savings Bonds, and equivalent documents.		
		Destroy when superseded.		
	3.	Employee Payroll Frror Records		
		These records are used to report payroll errors to HEW. Included is Form HEW-411, Payroll Notification Form, and HEW-411A, Error Notice and equivalent documents.		
		Destroy after 1 year.		
	4.	Telephone Bills		
		These records are copies of bills, the originals of which are sent to OA Financial Management.		·
		Destroy after 6 months.		
	5.	Petty Cash Vouchers		
		Reimbursement Voucher, SF 1129, or equivalent documents.	••	
		Destroy after 3 years.		

7. ITEM NO.	8 DESCRIPTION OF ITEM (APTH INCLIDED ON RETENT ON PERIODS)	9. SAMPLE OR JOB NO	ACTION TAKEN
E	C. District Office Security Records		
	These records consist of correspondence relating to the security of the district or branch office, such as arrangements for guards, reports of thefts, issuance of keys to authorized persons, and similar documents.		
	Destroy when no longer needed for reference.		
F	. Travel and Farking Records		
·	These records consist of documents related to travel of district or branch office personnel. Included are documents related to the use of Government vehicles, such as requests for official parking permits, and similar documents. Also included are Forms HEW-1, Travel Order, SF 1012, Travel Voucher, SSA-2376, Service Area Travel Plan and Budget, and similar documents.		
	Destroy after 3 years.		
G	• Office Service and Supply Records These documents relate to ordinary supplies and equipment used by an office; office space and 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:		
	 Requests for supplies, receipts for supplies and equipment, and similar papers pertaining to office supply matters. 		
	2. Requests for publications and blank forms, and other papers related to the supply and distribution of publications to the office.		
	3. Documents related to local transportation and custodial service required by an office.	**	

7. ITEM NO.		8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOS NO	19 ACTION TAMEN
	·	4. Requests for installation of telephones, telephone extensions, requests for change to telephone directories, and similar papers. Destroy after 2 years.		
	н.	Training		
		These documents pertain to the training of district and branch office personnel. Included is summer training of students, and other nonagency personnel. Included is background material for training, such as brochures and schedules for courses sponsored by the Civil Service Commission, GETA, SSA Central Office, and related material. Destroy after 1 year or when no longer needed for	•	
		reference.		•
	I.	Overtime Report This weekly report contains information on overtime worked by district and branch office personnel. The information is consolidated in the RO and forwarded to CO.		
		Destroy after 1 year.		
IV.	PER	SONNEL RECORDS		
·		se records cover those maintained by both the trict office and by the branch office.		
	Α.	Operating Officials' Personnel Records		
·		These records consist of working copies of employees records. The official copies of these records are maintained in the official personnel folders in the DHEW Regional Personnel Office. Included are copies of SF-52, Request for Personnel Action; employee appraisals, employee records cards, within-grade notifications; reports of employee interview concerning rating, appraisal, and ich conduct, and similar documents pertaining to individual employees.	-	

Destroy in accordance with Appendix B, Filing Retention Table (Employee Records and Files), Chapter LK, SSA Guide 1-4, Personnel Guide for Supervisors. B. Employee Leave Records Destroy in accordance with General Records Schedule No. 2, Exhibit 1, ADS Guide 40-2. C. Employment Records These documents pertain to employment in the district or branch office. Included, but not limited to, are: 1. Local vacancy announcements. 2. Requests for transfer into and out of the district or branch office. 3. FSEE and college recruitment. 4. Summer aide employment. 5. Promotion committee establishment. 6. Fosition descriptions. Destroy when superseded, obsolete, or when no longer needed for reference. D. SSA Vacancy Announcements These records include central office-originated teletype announcements of SSA vacencies for grades CS-14 and showe, vacancy announcements issued in the field by the Regional Fersonnel Offices, and similar announcements. Destroy after 3 months.	7. ITEM NO.		8. DECORIPTION OF ITEM (WITH INCLUDIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
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·			Destroy after 3 months.		
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7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10 ACTION TAKEN
v.	OFFICE REFERENCE RECORDS		
	These records are maintained to provide a source of readily available reference materials for an office.		
	A. Reading Files		
	These files consist of extra copies of outgoing communications, arranged chronologically, which are maintained for review by staff members.		
	Destroy after 1 year.		
	B. Technical and Reference Publications		
	These records consist of copies of issuances, including reference binders and other publications issued by any element of DHEW, SSA, other Government agencies, and non-Governmental organizations, which are maintained by an office for reference purposes. These files also include memorandums, letters, messages, or other documents used to transmit program instructions in advance of official SSA issuances. Destroy when superseded, obsolete, or when no longer needed for reference.		•
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