

REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED MAY 14 1974	JOB NO.
DATE APPROVED NC	174-230
NOTIFICATION TO AGENCY	

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

2. MAJOR SUBDIVISION
 Social Security Administration

3. MINOR SUBDIVISION
 Bureau of Retirement and Survivors Insurance

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

5. TEL. EXT.
 594-5772

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 "with-drawn" in column 10.

5-28-74 *James R. Hood*
 Date 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.

5/8/74 (Date) *E. J. 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
	<p><u>RSI CLAIMS CASE FOLDERS</u></p> <p>These claims folders contain all correspondence and other pertinent material accumulated in the process of adjudication of the claim. The award or disallowance determination forms, certain supporting proofs, and other records depicting the payment history of the claim are filed on the left side of the folder. The claims application, other proofs, correspondence, and related documents are filed on the right side of the folder.</p> <p>A. Awarded claims where the last payment has been made and there is no future potential claimant indicated in the record.</p> <p>Transfer to the FRC after being so identified by the Automated Folder Inactivation System. Destroy after 5 years' retention in the FRC.</p> <p>B. Awarded claims where payments have ended, but there is a future potential claimant indicated in the record.</p> <p>Transfer to the FRC after being so identified by the Automated Folder Inactivation System. Destroy after 55 years' retention in the FRC.</p>		

INSTRUCTIONS

General Instructions: Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

Specific Instructions:

Entries 1, 2, and 3 should show *what* agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to *whom* inquiries regarding the records should be directed.

Entry 6 should show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

Box A should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

Box B should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3-IV-105; and the completed form thus marked is a schedule.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate *what office's records* are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the *types of records* involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the *series of records* that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing *when* the records were produced or *when* disposal is to be made of the records, thus:

If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

Entry 9 should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

Entry 10 should be left blank.

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Arthur J. Benney, SSA Records Officer


Walt McFadden, Records Liaison Officer, BRSI

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(For instructions on the use of this form see National Archives Manual, Part 1 on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION

Social Security Administration

3. MINOR SUBDIVISION

Bureau of Retirement and Survivor Insurance

4. NAME OF PERSON WITH WHOM TO CONFER

Maie A. Hardy

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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

Aug. 31, 1965
(Date)

Maie A. Hardy
(Signature of Agency Representative)

Dept. Records Mgmt. Officer
(Title)

DATE RECEIVED AUG 31 1965	JOB NO. NR 266-52
DATE APPROVED 9/1/65	APPROVED BY <i>[Signature]</i>
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO. 977	CONGRESS DATE 1st SEP 13 1965
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
9/15/65 (Date) <i>[Signature]</i> Archivist's Representative.	

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Claims Case Files</p> <p>a. Files of claims for OASI monthly and lump-sum benefits under Title II of the Social Security Act, as amended.</p> <p>(1) Awarded claims where the last payment has been made and there is no future potential claimant indicated in the record.</p> <p>Transfer to the Federal Records Center 6 months after last payment. Dispose of folder after 5 years' retention in the Federal Records Center.</p> <p>(2) Disallowed claims where there is no other future potential claimant indicated in the record.</p> <p>Transfer to the Federal Records Center 6 months after disallowance. Dispose of folder after 5 years' retention in the Federal Records Center.</p> <p>(3) Awarded claims where payments have ended, but there is a future potential claimant indicated in the record.</p>	<p><i>mailed 9/1/65</i></p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

11 items

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>Transfer to the Federal Records Center 6 months after the last payment has been made. If the only potential claimant indicated in the record is a child or children, dispose of folder 5 years after the youngest child has reached the age of 18. Dispose of all others 5 years after the last potential claimant has reached the age 70.</p> <p>(4) Disallowed claims where there is another future potential claimant indicated in the record.</p> <p>Transfer to the Federal Records Center 6 months after disallowance. If the only other potential claimant indicated in the record is a child or children, dispose of folder 5 years after the youngest child has reached the age 18. Dispose of all others 5 years after the last potential claimant has reached the age 70.</p> <p>(5) Purged material from the right side of active claims folders that contain an adjudication date of 2 years prior to the purging operation.</p> <p>Once each year purge material and transfer to the Federal Records Center. Dispose of after 20 years' retention in the Federal Records Center.</p>		DISPOSAL APPROVED
	<p>b. Files of claims for disability and freeze benefits under Title II of the Social Security Act, as amended.</p> <p>(1) Miscellaneous freeze allowance (old law cases) other than 65 or dead.</p> <p>Dispose of after 40 years.</p> <p>(2) Current freeze allowances.</p>		DISPOSAL APPROVED