

R647

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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 SUBDIVISION

Social Security Administration

3. MINOR SUBDIVISION

Division of Public Inquiries

4. NAME OF PERSON WITH WHOM TO CONFER

Arthur J. Benner

5. TEL. EXT.

130-45772

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.

6/6/74  
 (Date)

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

Dept. Records Mgt Officer  
 (Title)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>JUN 11 1974</b>	JOB NO.
DATE APPROVED <b>NC</b>	<b>174-259</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-24-74 <i>James E. O'Neill</i> Date Archivist of the United States <i>acting</i>	

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u>  <u>OFFICE OF ADMINISTRATION</u>  <u>DIVISION OF PUBLIC INQUIRIES</u></p> <p>The records consist of correspondence, relating to all SSA programs, for which replies have been prepared. These records are not required for any claims purposes or any legal purposes. Included are Congressional inquiries and replies thereto, and public inquiries and replies thereto.</p> <p>1. <u>Congressional Inquiries</u>                      Destroy after 1 year.</p> <p>2. <u>Public Inquiries</u>                      Destroy after 6 months.</p>		<i>2 items</i>
<i>Copy to Agency 6/26/74 &amp;</i>			