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.

6/14/74
(Signature of Agency Representative)

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (WITH INCLUSIVE DATES OR RETENTION PERIODS)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Records Retention and Disposal Schedule
Office of Administration
Division of Public Inquiries

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.

1. Congressional Inquiries
   Destroy after 1 year.

2. Public Inquiries
   Destroy after 6 months.

Copy to Agency 6/26/74.