

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 13 1976	JOB NO.
DATE APPROVED	NC1-47-76-520

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
 Bureau of Supplemental Security Income

4. NAME OF PERSON WITH WHOM TO CONFER
 George S. Yamamura

5. TEL. EXT.
 45750

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-30-76
 Date *James E. O'Heill*
 Acting 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.

12/18/75 (Date) *Engene J. Reed* (Signature of Agency Representative) *Acting 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
I.	<p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>TITLE XVI CLAIMS FOLDERS</u></p> <p><u>TITLE XVI CLAIMS FOLDERS RETAINED BY BUREAU OF RETIREMENT AND SURVIVORS INSURANCE PROGRAM CENTERS</u></p> <p>These claims folders contain all pertinent material accumulated in the adjudication of a claim for Supplemental Security Income (SSI) payments in cases where there is no concurrent eligibility for Title II (RSI) benefits. The folders contain the initial claims application and supporting documentation, award or disallowance notices, redetermination documents, certain payment history forms, and related material.</p> <p>NOTE: In cases where there is concurrent eligibility for Title II (RSI) and Title XVI payments, Title XVI claims material will be filed in the regular Title II (RSI) folder. Disposal instructions for these folders are contained in Exhibit 4-1 of ADS Guide SSA.g:40-2.</p> <p><u>Disallowed Title XVI Claims and Awarded Claims Where Payments Have Ended</u></p> <p>Transfer to the FRC after so being identified by the Automated Folder Identification System. Destroy after 5 years' retention in the Federal Records Center (FRC) <i>after being identified by AFIS.</i></p>		

1/28/76 (P) Change with approval of Char

Copies to Agency & All FRC's 2-3-76

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

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
II.	<p><u>TITLE XVI CLAIMS FOLDERS RETAINED BY THE BUREAU OF DISABILITY INSURANCE</u></p> <p>These claims folders contain pertinent material accumulated in the initial adjudication of a claim for SSI payments in cases where there is concurrent eligibility for Title II (DI) benefits. The folders contain initial application forms, supporting documentation, and allowance or disallowance notices.</p> <p>NOTE: SSI posteligibility documents will be filed in the regular Title II (DI) claims folder. Disposal instructions for these folders are contained in Appendix B-584 of the Department Records Management Manual.</p> <p>Retain in a temporary holding file after receipt from the servicing district/branch office. Transfer to the FRC after 6 months. Destroy 6 years thereafter. <i>when 6 years + 6 months old.</i></p>		