INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-76-20

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-047-78-15

Date Reported: 12/28/2021
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK

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

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.

X The records have ceased to have sufficient value to warrant further retention.

7. ITEM NO.

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

RECORDS RETENTION AND DISPOSAL SCHEDULE
TITLE XVI CLAIMS FOLDERS

I. TITLE XVI CLAIMS FOLDERS RETAINED BY BUREAU OF RETIREMENT AND SURVIVORS INSURANCE PROGRAM CENTERS

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.

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.

Disallowed Title XVI Claims and Awarded Claims Where Payments Have Ended

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).
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.

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.

U.S. GOVERNMENT PRINTING OFFICE: 1972-080-723

SSA Records Officer

L. A. Rosary

BDI Records Liaison Officer

Neil Marks

OQA Records Liaison Officer

Walt D. McFall

BRSI Records Liaison Officer

J. M. Willard

OQA Records Liaison Officer
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.</td>
<td>TITLE XVI CLAIMS FOLDERS RETAINED BY THE BUREAU OF DISABILITY INSURANCE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

Retain in a temporary holding file after receipt from the servicing district/branch office. Transfer to the FRC after 6 months. Destroy when 6 years + 6 months old.