

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.,

LEAVE BLANK	
DATE RECEIVED MAR 18 1976	JOB NO.
DATE APPROVED NC1	47-76-22

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Program Operations

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

5. TEL. EXT.
45770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-7-76
 Date *Jane B. Rhoads*
 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.

3/1/76 (Date) *Russell C. [Signature]* (Signature of Agency Representative) *Dept. Records Mgt. Office* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Records Retention and Disposal Schedule</u> <u>Office of Program Operations</u></p> <p><u>REMITTANCE RECORDS:</u></p> <p>Records documenting the division, by State and Federal Government, of monies received by SSI beneficiaries as overpayments and refunded to SSA. Included are Form SSA-124, Remittance Register, computer printouts (SS06), and Treasury Form GFO-5504, Debit Voucher, with attached photocopies of cancelled checks. One copy (white copy) of form SSA-124 is retained for administrative purposes, and one copy (yellow copy) forwarded for keypunch input into the Supplemental Security Record. One copy (pink copy) with the supporting documentation of SS06 and form GFO-5504 is retained for HEW audit. Information from the daily form SSA-124 is compiled in a monthly report and submitted to Office of Management and Administration. The monthly report lists total amount of funds due to States from the Federal Government.</p> <p>1. <u>Audit Copy of Form SSA-124 and Supporting Documentation</u></p> <p>Transfer to the SSA Holding Area at the close of the fiscal year in which dated. Destroy after 3 years or completion of HEW audit, whichever is earlier.</p> <p><i>Copy to Agency 4-13-76</i></p>		

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>2. <u>Input Copy</u></p> <p>Destroy input copy (yellow copy) of form SSA-124 and related documents once input is accomplished and edits resolved.</p> <p>3. <u>Administrative Copy</u></p> <p>Destroy additional copy (white copy) when administrative value ceases.</p> <p>4. <u>Monthly Report</u></p> <p>Destroy after 3 years.</p>		