REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

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

8. 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.

   3/26/76
   (Date)
   Eugene T. Reed, Jr.
   (Signature of Agency Representative)

   Acting Dept. Records Mgmt. Office
   (Title)

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (WITH INCLUSIVE DATES OR RETENTION PERIODS)
   RECORDS RETENTION AND DISPOSAL SCHEDULE
   OFFICE OF PROGRAM OPERATIONS
   Representative Payee Onsite Review Data Files
   These files contain material accumulated during the onsite review of State institutions which serve in a representative payee capacity for Retirement and Survivors Insurance beneficiaries. Included in the files are questionnaires containing data on the institution's policies regarding representative payee cases (policy questionnaires), questionnaires containing data on the institution's handling of specific sample cases (beneficiary questionnaires), and tabulations of these data. The files are housed in the program service centers. They must be retained in the event that legal action is instituted against the institution for mishandling of funds in its representative payee capacity.
   Transfer to the Federal Records Center (FRC) upon completion of the next subsequent review of the institution or after 2 years, whichever is earlier.
   Destroy after 5 years' retention in the FRC.

Copy to Agency x All FRC's 4-23-76 00