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

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, 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.
594-5770

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]

5/18/76
(Date)

Russell O. Hess
(Signature of Agency Representative)

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

END-OF-LINE STATISTICAL DATA TABULATIONS

These tabulations consist of listings of awards and disallowances, change of address, postadjudicative actions, district office development requests, and quality sample group data. The computer-generated tabulations are published monthly and distributed nationally. Analytical tabulations, containing information similar to the published tabulations, are for internal Bureau of Retirement and Survivors Insurance headquarters use.

A. Published Tabulations

1. Paper
   Destroy after 1 year.

2. Microfiche
   Destroy after 2 years.

B. Analytical Tabulations

1. Paper Copies
   Destroy after 6 months' retention.

2. Microfiche
   Destroy after 2 years' retention.