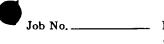
Preservised by General Services Administration GSA Reg. 3-IV-106 IIG-102 REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS IFROM (ASERS 3-IV-106 IIG-102 TO DISPOSE OF RECORDS IOP NO. IFROM (ASERS 3-IV-106 IIG-102 (See Instructions on Reverse) IOP IOP NO. IFROM (ASENCY OR ESTABLISHMENT) Department of Health, Education, and Welfare In accordance with the provisions of 3003a the disposal request, including ments, is approved except for items be stamped "disposal rot approved" of "withdrawn" in column 10. Office of Program Operations 5. TEL EXT. George S. Yamamura Images are proposed for disposal for the reason indicated: ("X" only one) A The records bay construct the the records describe of the retention. B The records will cease to have sufficient value to the rest on the expiration on the expiration on the expiration of the retention. A 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 describe to there approved or on the expiration on the expiration of the retention. A The record is bay construct the there expired (Date) B The records will cease to have sufficient value to there appecified. A The record is bay construct the there expired on on the expiration of the event specified. B The records will cease to have sufficient value to there expired. A The record is bay construct the there expired. (Bignature	Standard For Revised Novembe	n No. 115	0. 115			· · ·		
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TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C. NCI - 47-7 IFOM (ABKOY) OF EFRALEMENT) Department of Health, Education, and Welfare NOTIFICATION TO ACENT Social Security Administration Social Security Administration In accordance with the provisions of Social Security Administration A MME OF PERSON WITH WHOM TO COMFER George S. Yamamura 5. TEL EXT. (45770) Z. MAGOY PERSENTATIVE: A The records have methods of the security that Lam subbird to set for the head of this agency in matter perturbing to the disposed of records, and that the records describ schedule of the second for disposed for the create indicated: ("X" only one) Z. MAGOY PERSENTATIVE: Thereby certify that Lam subbird to set for the head of this agency in matter perturbing to the disposed of records, and that the records describ schedule of have setting. B. The records indicated: ("X" only one) A The records have (Data) B. The records indicated: ("X" only one) Sammer Second to the result of the treate of the records in the result of the treate of the records indicated: ("X" only one) 7. M. Cardow Agency Representative: B. The records and the records of the result				RECORDS			JOB NO.	
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Department of Health, Education, and Welfare In accordance with the provisions of 3004 the disposal request, included Social Security Administration Social Security Administration 3004 the disposal request, include Social Security Administration MMOR SUBDIVISION 0ffice of Program Operations A MME of FROSON WITH WHOM TO COMFER 5. TEL EXT. George S. Yamamura 45770 CERTIFICATE OF ACENCY REPRESENTATIVE The records wire the bed of this agency in matters pertaining to the disposal of records, and that the records describe The records wire whom to conver The records wire case to be added the same sufficient value of the retained of the retained of one bioceur Minon SubDivision The records wire case to be added the case of the center section. Marker of Perecords wire retaining to the disposal of records, and that the records describe secture to surveit the disposal of the center section. Marker of Perecords wire retained to a bio secure The records wire case to be added the same sufficient value of the center section. Marker of Perecords wire case to be added to the case of the center section. Marker of the center section.<			<i>i</i>	Vashington 25, D. C.		61 - 47	-76 -28	
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George S. Yamamura 45770 Date Centrificate of Achory REPRESENTATIVE: B. CERTIFICATE OF ACENCY REPRESENTATIVE: The records that I am autorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records describe acted using a pages are proposed for disposal for the reason indicated: ("X" only one) A. Encrecords have B. The records will case to have sufficient value to the sufficient value to the display of the period to the sufficient value to thave suffi						handt	la de	
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7. ITEM NO. 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) 9. SAMPLE OR JOB NO. AC PREMIUM REFERENCE FILE (PREF) These records document the history of premium remittances or adjustments entered by the program service centers for beneficiaries under the Supplementary Medical Insurance (SMI) and premium payment hospital insurance programs. Included are Forms SSA-1545, Notice of Premium Payment Due - Second Request; Form SSA-1547, Notice of Past Due Premium Payment; Form SSA-1546, Notice of Premium Payment Due; Form SSA-1592, Premium Accounting Card; and Form SSA-1645, Notice of Past Due Premium Payment. These forms, which are microfilmed, include such information as name, beneficiary number, premium collection or adjustment and postmark date. This file dates from September 1967 to January 1971 and is no longer maintained. 1. Source Documents Destroy upon completion and verification of microfilm. 2. Microfilm	cient valu	e to warrant	of the period of time indicated of					
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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
	BILLING AND COLLECTION UPDATE MASTER (HJBACUM) FILE This microfilm/microfiche file documents the history of premium payments or adjustments entered by the program		
	service centers for beneficiaries under the SMI and premium payment hospital insurance programs and is used for processing inquiries and resolving payment discrepancies. Included is such information as beneficiary name, date of birth, entitlement data, billing data (amount of last payment, type of notice, date of mailing, current amount due, etc.), and remittance-by- remittance history. Source documents include Form SSA-1545, Notice of Premium Payment Due - Quarterly Notice; Form SSA-1546, Notice of Premium Payment Due - Second Request; Form SSA-1547, Notice of Past Due Premium Payment; Form SSA-1548, Notice of Premium Payment Due; Form SSA-1592, Premium Accounting File; and Form SSA-1645, Notice of Past Due Premium Payment.		
	1. <u>Source Documents</u>		
	Destroy after 120 days.		
	2. <u>Microfilm/Microfiche</u>		
	Transfer to the Federal Records Center (FRC) after 3 years' retention in the program service center. Retain in the FRC 3 additional years. Destroy after a total 6 years' retention.		