

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

| LEAVE BLANK | |
|-------------------------------------|------------------------|
| DATE RECEIVED JUL 30 1976 | JOB NO. |
| DATE APPROVED | NC 1-47 - 76-30 |

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. 3305a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-30-76 James E. O'Neil
 Date Archivist of the United States
acting

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 4 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.

7/29/76 (Date) Eugene J. Reed (Signature of Agency Representative) acting 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 |
|-------------|--|----------------------|------------------|
| I. | <p><u>SSI OPERATING SYSTEMS RECORDS</u></p> <p>Magnetic tape and/or hard copy records documenting disbursement of monies for each State that authorizes SSA to administer its State supplementation program for SSI recipients. Included are the following groups of records:</p> <p>A. <u>Fiscal and State Accounting Systems Records</u></p> <p>Records documenting data and totals sent to the Treasury Department for the disbursement of benefit checks.</p> <p>1. <u>Daily Summary Records</u></p> <p>A daily report broken down by Regional Disbursement Center.</p> <p>a. <u>Magnetic Tape</u></p> <p>Erase and return to blank stock after 90 days.</p> <p>b. <u>Hard Copy</u></p> <p>Transfer to the SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> | | |

Copy to Agency 10-4-76

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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|----------------|---|----------------------------|---------------------|
| | <p>2. <u>Monthly Report</u></p> <p>A report produced at the end of each month containing further refinement of payment totals sent to Treasury Department. It contains information by SSI categories, i.e., the number of aged, blind, and disabled SSI beneficiaries, and is used for billing of States for supplemental payments.</p> <p>a. <u>Magnetic Tape</u></p> <p>After acceptance of closing Federal/State agreement by both parties, erase and return to blank stock after 5 years or completion of HEW audit, whichever is earlier.</p> <p>b. <u>Hard Copy</u></p> <p>After acceptance of closing Federal/State agreement by both parties, transfer to SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> <p>3. <u>Quarterly Report</u></p> <p>Report produced at the end of each quarter containing information by SSI categories.</p> <p>a. <u>Magnetic Tape</u></p> <p>Erase and return to blank stock after 5 years or completion of HEW audit, whichever is earlier.</p> <p>b. <u>Hard Copy</u></p> <p>Transfer to the SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> <p>4. <u>Fiscal Year Disbursement Report</u></p> <p>A report by State of all monies disbursed during the fiscal year. It includes information on SSI beneficiaries by categories and information on returned beneficiary checks and collection of overpayments.</p> | | |

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| | <p>a. <u>Magnetic Tape</u></p> <p>After acceptance of closing Federal/State agreement by both parties, erase and return to blank stock after 5 years or completion of HEW audit, whichever is earlier.</p> <p>b. <u>Hard Copy</u></p> <p>After acceptance of closing Federal/State agreement by both parties, transfer to the SSA Holding Area. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> <p>5. <u>Computer Job Control Language Listings</u></p> <p>Listings documenting the serial numbers of magnetic tapes used to produce the daily, monthly, quarterly, and fiscal year disbursement reports.</p> <p>Transfer to the SSA Holding Area. Destroy after 5 years' retention or completion of HEW audit, whichever is earlier.</p> <p>B. <u>State Data Exchange Systems Records</u></p> <p>Records consisting of weekly reports, sent to each State, of the total number of SSI beneficiaries within that State receiving SSI payments. These reports contain information on the total amount of monies disbursed and the number of SSI recipients by category.</p> <p>Close off file at the end of the fiscal year in which dated. Destroy 1 year thereafter.</p> <p>C. <u>Overpayment System Records</u></p> <p>A monthly report, categorized by State, including information on overpayments collected from SSI recipients. It is forwarded to OMA, OFM, and used as a credit input item on Form SSA-8700, Financial Accountability Statement for State Supplementary Payments Program.</p> <p>Transfer to the SSA Holding Area at the close of the fiscal year in which dated. Destroy after 5 years or completion of HEW audit, whichever is earlier.</p> | | |

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| II. | <p><u>INTERNAL APPRAISAL REPORTS</u></p> <p>Records consisting of appraisal reports of management activities and operational performance in BDP. Included are the final report and background documents, such as request to undertake the study, project plans, statistical information, draft reports, and clearance comments.</p> <p>A. <u>Office Responsible for Preparation of the Final Report</u></p> <p>Destroy final report 5 years after its completion. Destroy background documentation 2 years after completion of final report.</p> <p>B. <u>Other Offices</u></p> <p>Destroy final report 2 years after its completion or when administrative value ceases, <i>whichever is earlier.</i></p> | | |