

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 items

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

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

LEAVE BLANK	
DATE RECEIVED NOV 3 1976	JOB NO.
DATE APPROVED NC 1-47-77-1	

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-1-77
 Date *[Signature]*
 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.

11/1/76
 (Date)

Eugene J. Reed, Jr.
 for 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
	<p><u>Retention and Disposal Instructions</u> <u>Office of Program Operations</u></p> <p><u>Total Resource and Information Management System (TRIM)</u></p> <p>A management information system used to plan and control work efforts with the Systems Component of the Bureau of Data Processing (SSA Headquarters). The data processing elements of the system prepare (a) schedules of current work assignments for employees and supervisors, (b) tracking information for managers, and (c) organizational analysis reports. Information is extracted each week and furnished to appropriate managers and to the employees assigned developmental work. Updating and/or corrections are based on project approval documentation, employee activity reports, and progress reports by project leaders. Information in the system consists of employee identification legends, organization identification legends, and developmental project plans in the form of project data records and task records. While the project is active, information is contained on-line on disc storage. After project completion, information is off-line on magnetic tape.</p> <p>1. <u>Input Documents</u></p> <p>Destroy after completion and verification of input.</p>		

INSTRUCTIONS

General instructions: Use Standard Forms 115 and 110a, General Services Administration, Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request. Under entry 6, copy 1 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should show what kind of authorization is requested. Only one of two kinds of authorizations may be requested on a particular form.

Box A should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

Box B should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3-IV-105; and the completed form thus marked is a schedule.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when the records were produced or when disposal is to be made of the records, thus:

If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.


If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

Entry 9 should show what samples of records were submitted for each item, or with what job number such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

Entry 10 should be left blank.

U.S. GOVERNMENT PRINTING OFFICE: 1967-71-1113


SSA Records Officer

 10-21-76
OPO, BDP, RLO

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>Machine-Readable Records</u></p> <p>Transfer from disc to magnetic tape upon completion or termination of project. Retain on magnetic tape 1 year after discontinuation of system and then return to blank stock.</p> <p>3. <u>Output Documents</u></p> <p>Destroy upon receipt of next comparable document.</p>		