INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-77-03

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-047-78-03

Date Reported: 12/28/2021
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

MAJOR SUBDIVISION
Social Security Administration

MINOR SUBDIVISION
Bureau of Hearings and Appeals

NAME OF PERSON WITH WHOM TO CONFER
George S. Yamamura

594-5770

TO DISPOSE OF RECORDS

DATE APPROVED
NOV 3 1976

RECORDS RETENTION AND DISPOSAL SCHEDULE
BUREAU OF HEARINGS AND APPEALS

Appeals Files

An internal working file created at the Bureau of Hearings and Appeals (BHA) headquarters (in the absence of a hearing file) upon recommendation to or action by the Appeals Council in an individual case. The file generally contains analysts' recommendations to the Appeals Council; copies of correspondence during processing of the case; requests to the Medical Advisory Staff and their comments if not entered into the record; copies of Appeals Council actions on the case, e.g., notice of denial of request for review, order of remand, notice of granting review, decision; copies of any postadjudicative actions and correspondence; and copies of transcripts when available. Record copies of documents, such as transcripts, and Appeals Council actions are contained in the claims file.

Destroy 6 calendar months after Appeals Council Final Action where no court action is initiated. Destroy appeals files in active court cases 4 calendar months after final court action.

Copy to Agency 11-19-76 A0
INSTRUCTIONS

General Instructions: Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal 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 4 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 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.