

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

9 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 Management and Administration

4. NAME OF PERSON WITH WHOM TO CONFER
George S. Yamamura

5. TEL. EXT.
45770

LEAVE BLANK	
DATE RECEIVED NOV 30 1976	JOB NO.
DATE APPROVED NOV 1 4 77	77 06
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>1-27-77</u> Date	<u>[Signature]</u> 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.

11/23/76
(Date)

for Eugene J. Reed, Jr.
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
	<u>RECORDS RETENTION AND DISPOSAL SCHEDULES</u> <u>LABOR RELATIONS FILES</u>		
I.	<u>UNION AGREEMENT FILES</u> Documents pertaining to individual unions such as AFGE locals and NFFE locals, which represent SSA employees in central office and field components. Included are union constitutions, union recognition documents, draft and final copies of union agreements, analysis of agreements and related correspondence. Agreements are negotiated for 1, 2, or 3 years. Transfer to the SSA Holding Area for 1 year after terminated. Destroy 5 years thereafter.		
II.	<u>NATIONAL CONSULTATION MEETINGS FILES</u> Documents relating to quarterly meetings between the Labor Relations Staff and representatives of locals representing SSA employees nationwide. Meetings cover various topics, such as personnel policies and practices. Included are announcements of meetings, agendas, minutes of the meetings and related documents. A. <u>Agendas and Minutes</u> Transfer after 5 years retention to the Federal		

sent to agency 2/1/77

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 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:

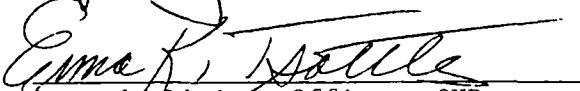
If *Box A* under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

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.


SSA Records Officer


Records Liaison Officer, OHR

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>Records Center (FRC). Destroy after a total 10 years retention.</p>		
	<p>B. <u>Announcements of Meetings and Other Documents</u></p> <p>Destroy after 2 years.</p>		
III.	<p><u>GRIEVANCE CASE FILES</u></p> <p>Documents accumulated in the filing and resolution of a grievance raised by an SSA employee. Included are investigative reports, Form SSA-2048, Disposition of Grievances, memorandums of recommended resolution, settlement memorandums (if settled), and related documents, and similar documents for mini-arbitration cases.</p> <p>Destroy 2 years after resolution.</p>		
IV.	<p><u>ARBITRATION CASE FILES</u></p> <p>Documents accumulated in the arbitration of a grievance not settled by the third resolution level (bureau director level). Included are documents relating to the initial grievance (investigative reports, proposed settlements, etc.), hearing transcripts, arbitration decision and award, and related correspondence. Arbitration decision documents may be published by the Department of Labor and distributed to other Federal agencies.</p> <p>Transfer to the FRC 5 years after final resolution. Destroy after a total 10 years retention.</p>		
V.	<p><u>UNFAIR LABOR PRACTICES CASE FILES</u></p> <p>Cases filed by a union on behalf of a member of the bargaining unit against SSA management on such areas, as promotion policies, leave policies, and appraisal policies. Included are memorandums outlining charges, acknowledgements, investigative reports, decision memorandums, and related correspondence. Decisions may be appealed to the Federal Labor Relations Council.</p> <p>Transfer to the FRC 5 years after final settlement. Destroy after a total 10 years retention.</p>		

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7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
VI.	<p><u>UNION DUES WITHHOLDING RECORDS</u></p> <p>Documents used to establish or revoke the withholding of union dues from an SSA employee's pay. Included are Form HEW-610, Authorization to Establish and Change Union Dues Accounts; Form SF-1187, Request for Authorization for Allotment; and Form SF-1188, Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues, or equivalent documents.</p> <p>Destroy 3 years after employee leaves the bargaining unit or after completion of any auditing requirements, whichever is earlier.</p>		
VII.	<p><u>LABOR AND UNION MANAGEMENT MEETING NOTES AND PUBLICATIONS</u></p> <p>Copies of minutes of meetings between American Federation of Government Employees (AFGE) Local 1923, which represents central office employees, and the Labor Relations Staff. Also included are copies of union newsletters, publications, and related correspondence.</p> <p>Destroy 2 years after termination of contract.</p>		
VIII.	<p><u>HISTORICAL FILES</u></p> <p>Documents used for reference purposes containing historical data relating to the SSA labor relations program. Included are correspondence on such topics as personnel policies and instructions, delegations of authority, policies on strikes, Civil Service Commission guidelines and procedures for disciplinary actions.</p> <p>Review file annually and destroy those documents which do not have continuing value.</p>		