**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO:** GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

**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:**  
Olyn B. Thomas  
594-5770

**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.

**7. ITEM NO.**

**8. DESCRIPTION OF ITEM**  
(state and local adjustment correspondence)

A correspondence file consisting of forms OAR-S9 and OAR-S9a, Audit Statement, and related correspondence sent to State and local governments regarding audits and adjustments of wage reports. These form letters are used to compute and record the liability of the States, based on comparison of total wages reported with monies deposited, and any interest due either party. The records are reconciled with Trust Fund accounts.

**Paper Documents**

Destroy after expiration of the statutory period (3 years, 3 months, 15 days).

**Exception:** Records relating to adjustments of any outstanding liabilities and Trust Fund reconciliation operations must be retained until completion of such actions.

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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**STATE AND LOCAL ADJUSTMENT CORRESPONDENCE**

A correspondence file consisting of forms OAR-S9 and OAR-S9a, Audit Statement, and related correspondence sent to State and local governments regarding audits and adjustments of wage reports. These form letters are used to compute and record the liability of the States, based on comparison of total wages reported with monies deposited, and any interest due either party. The records are reconciled with Trust Fund accounts.

**Paper Documents**

Destroy after expiration of the statutory period (3 years, 3 months, 15 days).

**Exception:** Records relating to adjustments of any outstanding liabilities and Trust Fund reconciliation operations must be retained until completion of such actions.
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.

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.

Alvy S. Thomas
SSA Records Officer

Walter D. Pack
BRSI Records Liaison Officer

William E. Lichten
BIP Records Liaison Officer