

**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

LEAVE BLANK	
APR 14 1977	JOB NO.
DATE APPROVED	NC1 47 77 15

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. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-27-77 *James B. Rhoads*  
 Date 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.

4/12/77  
 (Date)

*Engene 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
I.	<p><u>RECORD OF SHIPMENT</u></p> <p>The files consist of CO-3762, Record of Social Security Numbers (SSN) Shipped, or its equivalent. Data contained on this record includes such information as, record of account numbers issued to field offices and available for issuance to the public; the date the SSN's were shipped, and date received by field office.</p> <p>Records are maintained at SSA headquarters and were utilized as part of a central control point to monitor the distribution of SSN's to the district offices prior to 1973. The implementation of a centrally operated SSN issuance system in 1973 obviated the need for the maintenance of these records.</p> <p>Destroy immediately. Records are of no further administrative value.</p>		
II.	<p><u>FILE OF DISTRICT OFFICE                  ISSUANCES OF SOCIAL SECURITY NUMBERS</u></p> <p>The file consists of Form CO-3761, Perpetual Inventory Record of Pre-Numbered Form OA-702, or its equivalent. Data contained on this record includes such information as, the social security number issued, date of assignment for a particular account number, and SSA district office which disbursed the number.</p> <p><i>Sent to agency - 4/29/77 SO</i></p>		

## 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:

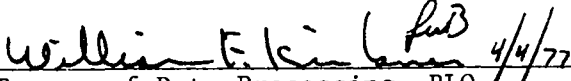
If *Box A* under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

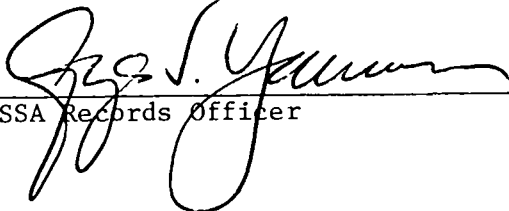
If *Box B* under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal 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.

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Bureau of Data Processing, RLO 4/4/77

  
SSA Records Officer

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
III.	<p>Records are maintained at SSA headquarters and were utilized as part of a central control point to monitor the distribution of SSN's by the district offices prior to 1973. The implementation of a centrally operated SSN issuance system in 1973 obviated the need for the maintenance of these records.</p> <p>Destroy immediately. Records are of no further administrative value.</p> <p style="text-align: center;"><u>FILE OF MEMORANDUMS VOIDING ISSUED SOCIAL SECURITY NUMBERS</u></p> <p>This file consists of memorandums concerning voided Social Security Numbers (SSN) from 1940 to 1973. Information contained in this file pertains to SSN's which have been temporarily suspended by SSA for administrative reasons.</p> <p>In addition, this file provides SSA with an inventory and control of SSN's which may have been issued erroneously, stolen from the district offices, lost in transit, etc.</p> <p>Destroy file of memorandums 2 years after completion of the conversion of the related SS-5 files to magnetic tape.</p>		