

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

**NC1-47-7818**

DATE RECEIVED  
**15 MAY 1978**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**5-17-78** *James B. Rhoads*  
Date Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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  
594-5770

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/15/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene J. Reed Jr.</i> for Russell O. Hess	E. TITLE Department Records Management Officer
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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
1.	<p><u>SPECIAL (\$50) PAYMENT FILE</u></p> <p>A file maintained by the Bureau of Data Processing containing personal information on SSI beneficiaries who received a \$50 one-time payment. These records document manual payment cases, cases in which payments had to be made outside the automated payment system or cases of nonreceipt of the payment. The file consists of the following records:</p> <p>a. Copies of SF-1167, a Treasury Department payment authorization form, and associated transmittal letters sent to the Treasury Department Disbursing Center to notify the Department of payment nonreceipt and to effect payment. These forms are filed by initiating district office, and list name and address of recipient and amount of payment.</p> <p>b. 3 by 5 card file of 65,000 cards in alphabetical order for all cases processed for Treasury Department payment. Cards include recipient's name, address, account number (AN) and place of issue.</p> <p>c. 3 by 5 card file in AN order of individuals who claim nonreceipt of payment. The card file contains AN, name, address, and action taken to effect payment.</p>		

*3 items*

*115-007 sent to agency & NCW - 5/19/78*

# INSTRUCTIONS

## General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

## 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 be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

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 or retention. 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 disposal is to be made of the records, thus:

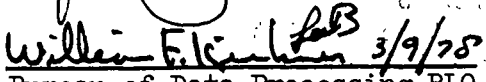
If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, 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, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

  
SSA Records Officer

  
Bureau of Data Processing RLO

  
Bureau of Supplemental Security Income RLO

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Administrative value of these records has ceased. As of June 1977, Treasury Department is no longer authorizing these one-time payments. Requests for payment information received by SSA are directed to Treasury Department for response.</p> <p>Transfer immediately to the Federal Records Center (Washington National Records Center). Destroy 3 years thereafter.</p>		