REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Management, Budget, and Personnel

4. NAME OF PERSON WITH WHOM TO CONFER
   Ernest P. Lardieri

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 1 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.

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   RECORDS RETENTION AND DISPOSAL SCHEDULE
   MEDICAL CERTIFICATES AND SUPPORTING PAPERS

   Files consisting of medical certificates or other supporting papers signed by a physician and submitted to SSA management by an employee in accordance with the Personnel Guide for Supervisors (Chapter IV, Guide 5-1, Appendix E, Management of Leave, Medical Certificates) to justify use of sick leave. The physician certification may be contained on physician stationary (i.e., note pad or prescription form) or on other types of documents, such as the reverse of the SF-71, Application for Leave. If it is shown on the reverse of this form, the SF-71 should be maintained for the longer retention period, either as a leave application document or medical certificate.

   Destroy when 1 year old.

1. ITEM NO

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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