INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-79-11

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-047-09-003, item 1.
Item b1 was superseded (for forms W-2 and W-3 only) by N1-047-96-001, item 1, which was later superseded by N1-047-09-003, item 1.

Date Reported: 12/28/2021
REQUEST FOR RECORDS DISPOSAL AUTHORITY

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
   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 ___ 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
   Bureau of Data Processing

   Employer Reports of Wages Paid and Related Records
   These files consist of original and microfilm copies (a working copy and a security copy) of employer reports of wages paid and related transmittals. This includes quarterly reports for 1937 to 1977 of Schedule A, Treasury Department Form 941, Quarterly Report of Wages Taxable Under the Federal Insurance Contributions Act (FICA); Forms 941a, Continuation Sheet of Form 941; Forms 942, Employer’s Quarterly Tax Return for Household Employees; Schedules A of Form 943, Annual Report of Taxable Cash Wages Paid for Agriculture Labor; Forms OAR-S3, State’s Quarterly Report of Wages Paid; and Forms OAR-S3a, Continuation Sheet of States Quarterly Report of Wages Paid by Calendar Quarters. Beginning with the year 1978, wages are reported annually on the Department of the Treasury Form W-2, Wage and Tax Statement; Form W-2P, Statement for Recipients of Periodic Annuities, Pensions, Retired Pay, or IRA Payments; Form W-3, Transmittal of Income and Tax Statements; or their equivalents.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FORM (41 CFR) 101-11.4
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 Records Disposition Division. One copy, will be returned to the agency, 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.

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.

Patricia Plowin
RLO, Bureau of Data Processing

Ernest J. Turcinski
SSA Records Officer

Ross W. Thomson
IRS Records Officer
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td><strong>Illegible Employer Reports</strong></td>
</tr>
<tr>
<td></td>
<td>Destroy 1 year after identification as illegible in microfilming process.</td>
</tr>
<tr>
<td>b.</td>
<td><strong>Legible Employer Records</strong></td>
</tr>
<tr>
<td>1.</td>
<td><strong>Paper Documents</strong></td>
</tr>
<tr>
<td></td>
<td>Destroy forms W-2, W-2P and W-3 received during the processing year 30 days following the end of such processing year. Destroy all other employer reports after microfilm has been proven acceptable.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Microfilm</strong></td>
</tr>
<tr>
<td></td>
<td>Destroy working copies when 50 years old. Destroy security copies, which have been stored in offsite security storage, when 70 years old.</td>
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