

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

*Rec'd NCO 5 Jun 79*

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

LEAVE BLANK	
JOB NO	<b>NCI-47-79-11</b>
DATE RECEIVED	<b>05 JUN 1979</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<u>JUL 12 1979</u> <i>James R. [Signature]</i> Archivist of the United States

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 <u>5/25</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <u>Asst Dir Mgt Off</u>
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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
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u></p> <p align="center"><u>Bureau of Data Processing</u></p> <p><u>Employer Reports of Wages Paid and Related Records</u></p> <p>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.</p>		

*3 items*

*sent to Agency Only 7-13-79 MPA*

# 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.

*Patricia J. Glover*<sup>pub</sup>  
RLO, Bureau of Data Processing 2/16/79

*Ernest A. Lardieri*  
SSA Records Officer

*Ross H. Thomson*  
IRS Records Officer

**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>a. <u>Illegible Employer Reports</u></p> <p>Destroy 1 year after identification as illegible in microfilming process.</p> <p>b. <u>Legible Employer Records</u></p> <p>1. <u>Paper Documents</u></p> <p>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.</p> <p>2. <u>Microfilm</u></p> <p>Destroy working copies when 50 years old. Destroy security copies, which have been stored in offsite security storage, when 70 years old.</p>		