

Rev NCD 28267924

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-47-80-1
DATE RECEIVED	12-28-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-22-80 <i>James P. O'Neil</i> Date Acting 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 Hearings and Appeals

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 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 12/18/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> Dr. George E. Deal	E. TITLE Departmental 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
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF HEARINGS AND APPEALS</u></p> <p><u>Court Transcript Files</u></p> <p>Court transcripts (certified administrative records) for actions filed in Federal courts against the Secretary, HEW. The transcripts contain copies of claims documentation (applications, proofs, and adjudicative and appellate documents), the record copies of which are maintained in the claims folders.</p> <p>Since January 1979, the Office of the General Counsel (OGC) copies of transcripts have been designated as record copies and transferred as part of litigation files to the Washington National Records Center (WNRC) (NARS job number NCL-235-77-1). The record copy for transcripts before that date was never formally established, and OGC copies over 150 pages were not included in the litigation files. Transcripts under 150 pages were retained as part of the litigation files. Therefore, to ensure that a record copy of each transcript is maintained, OHA will retain its copies as record copies for the retention periods prescribed in the OGC records retention instructions.</p>		

3 items

115-107 Copy to NEW, NWF, Agency. 4-24-80 Closed

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>Where it can be determined that the transcripts are duplicative, they will be destroyed.</p> <p><u>Transcripts Dated After January 1, 1979 (OGC as Office of Record)</u></p> <p>Destroy 1 year after court's final action.</p> <p><u>Transcripts Dated Before January 1, 1979</u></p> <p>a. <u>Nonduplicative Transcripts</u></p> <p>Transfer transcripts which are over 150 pages and have been determined to be nonduplicative transcripts to the WNRC 1 year after entry of final judgment by any United States court. If final judgment was by a district court, destroy 10 years after transfer to the WNRC. If final judgment was by a Court of Appeals or Supreme Court, destroy 15 years after transfer to the WNRC.</p> <p>b. <u>Duplicative Transcripts</u></p> <p>Destroy transcripts which are under 150 pages and have been determined to be duplicative transcripts 1 year after entry of final judgment.</p>	<p>NCI-235-77-1</p> <p><i>Trans</i></p> <p>1A2</p> <p>1B2</p> <p>JAI</p> <p>IB1</p> <p>1A2</p> <p>1B2</p>	