INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-80-03

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 2.4, item 030 (DAA-GRS-2019-0004-0002)
Agency concurred with GRS supersessions per email 12/10/2021.

Date Reported: 12/28/2021
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  

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.

C. DATE  
1/28/80

D. SIGNATURE OF AGENCY REPRESENTATIVE  
Ernest P. Lardieri

E. TITLE  
Records Officer

F. DESCRIPTION OF ITEM  
With Inclusive Dates or Retention Periods

<table>
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<tr>
<th>ITEM NO.</th>
<th>RECORDS RETENTION AND DISPOSAL SCHEDULE</th>
<th>NUMBERS COMMON TO MOST OFFICES</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
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<td>Administrative Time and Leave Records</td>
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<td>NC-47-75-22</td>
<td>item I.J</td>
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Administrative Time and Leave Records

Records reflecting an employee's usage of annual leave, sick leave, and leave without pay (LWOP) during a given year. Included is Form SSA-2042, Administrative Time and Leave Record, or its equivalent.

Destroy after 3 years unless a within-grade increase (WIGI) has not been granted within the 3-year retention period. In that event, retain until 1 year after the WIGI has been granted. For employees who terminate, destroy 1 year after termination.

NOTE: When an employee moves to another office within SSA, transfer the form SSA-2042 to the new location within 5 days.