

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

Head NCO 12/1/80

LEAVE BLANK
JOB NO NC1-47-80-4
DATE RECEIVED 3-12-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
4-30-80 <i>James E. O'Neil</i> Date (Action) 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
All SSA Offices

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 <u>3/3/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Dr. James E. Seal</i>	E. TITLE <u>DEPARTMENTAL RECORDS MANAGEMENT OFFICER</u>
--------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Employee Service Records Files</u></p> <p>Standard Form (SF) 7B, Employee Record, or its equivalent. The files are retained by operating officials as a source of data for initiating requests for personnel actions, planning and scheduling employee training, proposing commendations or disciplinary actions, and for carrying out their personnel management responsibilities in general.</p> <p>1. <u>Promotion or Reassignment Within SSA</u></p> <p>Place the SF-7-B card within the extension file and forward the file to the gaining supervisor within 5 days after the employee's move.</p> <p>2. <u>Separation or Transfer of Employee From SSA</u></p> <p>When an employee separates or transfers from SSA, the SF-7-B card will be forwarded <u>in the extension file</u> to the personnel office for disposition in accordance with the procedures for extension file S.</p> <p>Extension FILES [Folders] are destroyed after a review by Personnel Specialists to determine if any records should be placed in the Official Personnel Folder.</p>	<p>NC-47-75-22, item I.A.</p> <p>NC-47-75-20, item I.C.</p>	