

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

*Rev 11 CD 20 Mar 80*

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 Central Operations

4. NAME OF PERSON WITH WHOM TO CONFER  
Ernest P. Lardieri

5. TEL. EXT.  
594-5770

LEAVE BLANK	
JOB NO	<u>NCL-47-80-5</u>
DATE RECEIVED	<u>3-20-80</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>5-7-80</u> Date	<u>Walter M. Steader</u> Acting 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>3/12/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>George E. Deal</u>	E. TITLE <u>Department Records Management Officer</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><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>EARNINGS AND EARNINGS-RELATED RECORDS</u></p> <p><u>Balancing Discrepancies Listings</u> <i>Computer printouts of</i> Listings of discrepancies, such as the List of Annual Report Discrepancies (IARD) and Summary Annual Tape (SAT) or equivalent documents, created in balancing money totals from the processing of annual wage reports (Department of Treasury Forms W-2, Wage and Tax Statement; Forms W-2P, Statement of Recipients of Periodic Annuities, Pensions, Retired Pay, or IRA Payments; and Forms W-3, Transmittals of Income and Tax Statements). These listings of errors, which are resolved through clerical action, include information such as social security number; employee name; employer identification number, advanced earned income credits; and amounts of FICA wages, FICA taxes, FICA tips, income tax, and total wages, tips and compensations. These listings also show clerically initiated corrections and may be required for future reference purposes in auditing any additions, corrections, or deletions of individual records.</p> <p>Transfer to the Washington National Records Center 1 year after the end of the Processing year. Destroy after a</p>		

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**Request for Records Disposition Authority - Continuation**

JOB NO

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	total 2 years' retention after the end of the processing year.		