

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rev'd NCD 142nd 80

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20438**

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JOB NO	NC1-47-80-15
DATE RECEIVED	July 14, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-23-80 <i>Date</i>	<i>Robert W. [Signature]</i> <i>Archivist of the United States</i>

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

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

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 7-9-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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><u>RECORDS RETENTION AND DISPOSITION SCHEDULE</u> <u>SUPPLEMENTAL SECURITY INCOME (SSI) RECORDS</u></p> <p><u>Special Energy Allowance (SEA) Records</u></p> <p>1. <u>SEA Case Files</u></p> <p>Case files by surname of individual recipients containing documentation relating to the one-time SEA payment issued January-April 1980 to SSI recipients. The folders were developed for any payment situation in which the payment could not be paid automatically through the SSI payment system. (There are no SEA case files for these SSI recipients whose payments were systems generated). The folders (approximately 28 cubic feet) are now maintained in the Southeastern Program Service Center (SEPSC) and contain documentation such as Supplemental Security Record printouts; copies of requests or statements from field offices requesting manual or exception payments; completed systems input forms; copies of completed payment forms, such as SF-1147, Requests for Issuance of Replacement Check Due to Error in Name and/or Designation of Payee; and SF-1166, Voucher and Schedule of Payments; and related correspondence. Records copies of payment forms are maintained by the Treasury Department.</p>		

*Copies to agency, NTF
4/NC*

Request for Records Disposition Authority--Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Transfer immediately to the Federal Records Center (East Point, Georgia). Destroy when 6 years, 6 months old (October, 1986).</p> <p>2. <u>Central Control Index File</u></p> <p>A 3- by 5-inch central control index file maintained by the SEA processing component in SEPSC. The purpose for the card file is to provide a history of each recipient action and to act as a reference file for actions being processed. Each recipient entry shows information such as social security number, name and type of payment action. The file will be used in the future as a reference tool to resolve nonpayment allegations.</p> <p>Destroy when 2 years old.</p>		