

*NY Law 11 Aug 80/*

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

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 Assessment

4. NAME OF PERSON WITH WHOM TO CONFER  
Ernest Lardieri

5. TEL EXT  
FTS 934-5770

LEAVE BLANK	
JOB NO	NCL-47-80-18
DATE RECEIVED	August 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>9-2-80</u> Date	<u>[Signature]</u> 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 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 7-30-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>	E. TITLE Department 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
<u>1</u>	<p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF ASSESSMENT, FIELD ASSESSMENT OFFICES</u> <u>Quality Control Records</u></p> <p><u>Quality Control Records</u></p> <p>Records documenting the quality control programs which develop policies, standards, and guidelines for Federal/ State quality control systems to improve the management of public assistance programs and reviews, assesses and monitors the effectiveness of State AFDC systems. The records normally consist of copies of eligibility forms, along with various review documents and worksheets. The files include documents relating to corrective action, eligibility, cooperation with other agencies, statistical reports, State assessment reports, management reviews, program reviews, consultants, trip reports, status reports, reports of error rates, work plans, and other related documents.</p> <p>Destroy 3 years after end of review period or upon conclusion of any audits or pending litigation, whichever is later.</p> <p>Note: Use of Federal Records Centers for storage of records is authorized.</p>	NCL-47-78-20, item II.I.	1 Item

*Copy sent to Agency  
NNF OFFICE*

*9-9-80 JE*