

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCU 1 Dec 80/44

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Social Security Administration

3. MINOR SUBDIVISION

Office of Public Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Ernest P. Lardieri

5. TEL EXT

934-5770

| | |
|--|--|
| LEAVE BLANK | |
| JOB NO | <u>NC1-47-81-5</u> |
| DATE RECEIVED | <u>December 3, 1980</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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |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>12-16-80</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 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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| <u>11-24-80</u> | <u>George E. Dean</u> <i>[Signature]</i> | <u>Department 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 |
|------------|---|---------------------|------------------|
| 1. | <p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>PUBLIC AFFAIRS FILES</u> <u>PUBLICATIONS HISTORY FILES</u></p> <p>The history file contains one copy of each edition of an SSA public information publication together with related background material. The publications contribute to a basic understanding of the social security program. Included are the following: Your Social Security; Estimating Your Social Security Retirement Check; Your Social Security Rights and Responsibilities; Vocational Rehabilitation for the Blind and Disabled; Your Social Security Earnings Record; Answers for Doctors; Social Security Checks for Students 18 to 22; and similar publications</p> <p>PERMANENT. Transfer to the SSA Records Holding Area 10 years after the close of the calendar year in which the publication is discontinued. Hold for 5 years and then transfer to the FRC. Offer to the National Archives when 15 years old.</p> | | |

2 items

*Closed Out: 12-22-80: K.T.D.
Copy set to Agency, NCW, NNF, NNB*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

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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 |
|---------------|---|---------------------------|---------------------|
| 2 | <p><u>PUBLIC INFORMATION PROGRAM CIRCULARS</u></p> <p>Circulars used to transmit public information materials to the SSA field installations</p> <p>Destroy after 3 years</p> | | |