REQUEST FOR RECORDS POSSESSION 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 and Human Services
   Social Security Administration

2. MAJOR SUBDIVISION
   Office of Public Affairs

3. MINOR SUBDIVISION

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

5. TEL EXT
   934-5770

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.

<table>
<thead>
<tr>
<th>C. DATE</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
</tr>
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<tbody>
<tr>
<td>11-24-80</td>
<td>George E. Dean</td>
<td>Department Records Management Officer</td>
</tr>
</tbody>
</table>

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

RECORDS RETENTION AND DISPOSAL SCHEDULE
PUBLIC AFFAIRS FILES
PUBLICATIONS HISTORY FILES

1. 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

   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.

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

CLOSED OUT: 12-22-80: K.T.E.
COPY SENT TO AGENCY, NCW, NN; FM
<table>
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<td><strong>PUBLIC INFORMATION PROGRAM CIRCULARS</strong></td>
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- Circulatrs used to transmit public information materials to the SSA field installations

- Destroy after 3 years