

Rec'd NCO 18 Mar 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-47-81-8
DATE RECEIVED	3-18-81
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
AUG 27 1981	<i>[Signature]</i> Archivist of the United States
Date	

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 Hearings and Appeals

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.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3-16-81	<i>[Signature]</i> George E. De... Dept	Department Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF HEARINGS AND APPEALS (HEADQUARTERS)</u>		
	1. <u>OHA Case Control Card--HA-670-U-4 (Formerly HA-670)</u> These cards are used to record the significant actions taken in the review and adjudication of a particular appealed claims case in OHA. They reflect such information as the name of persons assigned the case for action, the dates of assignment, as well as the types of dispositions made and the dates thereof. After expiration of appeals period, remove from claims folder and destroy when case is forwarded outside of OHA jurisdiction, either for payment or to a storage facility.	NC 47-78-5 NCI-47-78-2 2 20	
			4 items

115-107
OAU advised
28 Aug 81
K.T.

Closed Out: 8-31-81: K.T. *[Signature]*
Copy to Agency

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>2. <u>Appeals Files</u></p> <p>An internal working file created at OHA headquarters (in the absence of a hearing file) upon recommendation to or action by the Appeals Council in an individual case. The file generally contains analysts' recommendations to the Appeals Council; copies of correspondence during processing of the case; requests to the Medical Advisory Staff (MAS) and their comments if not entered into the record; copies of Appeals Council actions on the case, e.g., notice of denial of request for review, order of remand, notice of granting review, decision; copies of any postadjudicative actions and correspondence; and copies of transcripts when available. Record copies of documents, such as transcripts and Appeals Council actions, are contained in the claims file.</p> <p><i>a.</i> Destroy 12 calendar months after Appeals Council's final action where no court action is initiated.</p> <p><i>b.</i> Destroy appeals file in active court cases 12 calendar months after final court action.</p> <p><i>c.</i> Destroy Appeals Council remand cases 12 calendar months after the Administrative Law Judge's action, following remand, if no further action is initiated within the required time after the Administrative Law Judge issues a decision or dismissal.</p>	<p>NO 47-75-3 <i>NCI-47-783</i></p> <p><i>6 mos</i></p> <p><i>4 mos</i></p> <p><i>Same</i></p>	