INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-81-12

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-047-85-02

Date Reported: 12/28/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

FROM (AGENCY OR ESTABLISHMENT)

1. HHS

2. MAJOR SUBDIVISION
   SSA

3. MINOR SUBDIVISION
   District and Branch Office

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 ___ 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
4-29-81

D SIGNATURE OF AGENCY REPRESENTATIVE
George Deal

E TITLE
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

Records Retention and Disposal Schedule
District and Branch Office Records

Check Procedures Records

These records consist of local procedures established for the processing, auditing, and review of checks. The checks are returned to the DO/BO for social security overpayments, HI benefits, supplemental medical insurance benefits, and similar instances. Also included is SSA-1395, Receipt and Transmittal Form or its equivalent, and related control records such as Form SSA-3944, Master Control Roster.

1. Procedures
   Destroy when superseded or obsolete.

2. Form SSA-1395 and SSA-3944
   Destroy after 1 year and completion of final review.

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