

60 NT 814

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 and Human Services

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Office of Management, Budget, and Personnel

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

5. TEL EXT
934-5770

LEAVE BLANK

JOB NO
NC1-47-82-31

DATE RECEIVED
October 6, 1981

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including appropriate fee is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-10-81
Date

[Signature]
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 9/28/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE SSA Records 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
	<p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>MANAGEMENT, BUDGET, AND PERSONNEL FILES</u> <u>PERSONNEL MANAGEMENT FILES</u></p> <p><u>PAYROLL AUTHORIZATION ALLOTMENT AND WITHHOLDING DOCUMENTS</u></p> <p>Payroll authorization allotment and withholding documents completed by SSA employees to request withholding or allotments from their pay checks. These documents are used as input to an automated Health and Human Services (HHS) system, Terminal Data Collection Service, for recording and processing personnel and payroll actions. Documents consist of Form IRS W-4, Employee's Withholding Allowance Certificate; HEW-476, Address Notice to Central Payroll; MW-507, Employee's Maryland Withholding Exemption Certificate; MW-507E, Withholding Exemption Certificate; HEW-610, HEW Authorization for Union Dues Check Off; HEW-610A, Authorization to Establish Change or Cancel Union Dues Account; HEW-648, Request by Employee for Allotment for Credit to a Savings Account at a Financial Organization; HEW-649, Request by Employee for Payment of Salaries or Wages by Credit to an Account at a Financial Organization; SF-1189, Request for Employee for Payment of Salaries of Wages by Credit to Account at a Financial Organization; SF-1198, Request for Employee for Allotment</p>		

NO MASS DATA CHANGE
REQUIRED

Closed Cut: 12-16-81: *[Signature]*

Copies to ALL FRS

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>of Pay for Credit to Savings Account with a Financial Organization; TFS-7311, Employee Withholding Certificate for City Taxes; and equivalent forms.</p> <p>The above records which date from 1978 to 1981 have been maintained in a nonretrievable form. The information is available through HHS automated payroll system and the records in this current form are not referenceable. There are approximately 35 cubic feet involved. Records created after October, 1981 will be maintained in referenceable sequence in accordance with General Records Schedule Instructions.</p> <ol style="list-style-type: none"> 1. <u>Authorization Allotment and Withholding Documents Dated 1978 to October 1981</u> Transfer to the SSA Holding Area. Destroy when 4 years old. 2. <u>Authorization Allotment and Withholding Documents Dated after October 1, 1981</u> Transfer to an inactive file when superseded or obsolete. Close off inactive file at the end of each calendar year and transfer to the SSA Holding Area. Destroy 4 years thereafter. 		