

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

82-2021/11

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

1 FROM (AGENCY OR ESTABLISHMENT)
HHS

2 MAJOR SUBDIVISION
SSA

3 MINOR SUBDIVISION
Office of Management, Budget and Personnel Files

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

5 TEL EXT
594-5770

LEAVE BLANK	
JOB NO	NC1-47-82-4
DATE RECEIVED	December 9, 1981
NOTIFICATION TO AGENCY	
<small>I am in compliance with the provisions of 44 U.S.C. 3303a that the records are disposed of including amendments as approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
Date	3-30-82
Archivist of the United States	<i>[Signature]</i>

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 11/5/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Department Records Management 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 align="center"><u>Records Retention and Disposal Schedule</u> <u>Management, Budget and Personnel Files</u> <u>Management Services Files</u></p> <p><u>Building Access and Employee Identification Card Files</u></p> <p>Access documents and identification cards issued to all SSA full-time, part-time and temporary employees and certain non-employees (vendors, contractors, students, etc.) for use in gaining admission to SSA buildings. The cards contain a photograph of the person and name, social security number and other identifying information. Included are application forms, such as Forms SSA-364, SSA-364-A and SSA-365, "SSA Building Pass"; SSA-1860, "Request for Replacement of Photopass"; SSA-3304, "Application for Security Control Pass"; SSA-4395, "Application for Special Access to SSA Building" or their equivalents. Also included are applications for temporary badges, such as Form SSA-4764, "Temporary Badge Work Up Sheet" or its equivalents, which are issued for a 1-day period to employees who do not have their badges.</p> <p>1. <u>Employee Identification Cards and Forms SSA-364, SSA 365 and SSA-3304</u></p>	NC-47-76-5, Item A	

INSTRUCTIONS

General Instructions

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. If SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

Specific Instructions

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of copies involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and locally related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

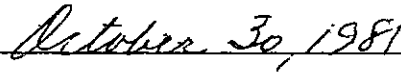
If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

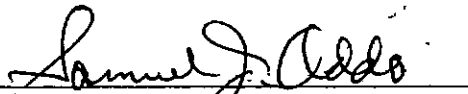
If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine-readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

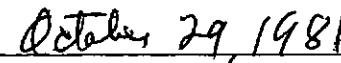
Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.


SSA Records Officer


Date


Division of Management Services
Representative


Date

Request for Records Disposition Authority - Continuation

JOB NO @ 2

PAGE OF 2

ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Destroy 3 months after separation of the employee from SSA.</p> <p>2. <u>Form SSA-364-A</u></p> <p>Destroy 3 months after student has completed class in the building or a vendor or contractor has completed work.</p> <p>3. <u>Form SSA-1860</u></p> <p>Destroy once the identification card has been issued.</p> <p>4. <u>Form SSA-4395</u></p> <p>a. <u>Approved Applications</u></p> <p>Destroy 3 months after pass is surrendered.</p> <p>b. <u>Denied Applications</u></p> <p>Destroy when 3 years old.</p> <p>5. <u>Form SSA-4764</u></p> <p>Destroy when 30 days old.</p>		

OC 203
3/26/82