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)
HHS

2 MAJOR SUBDIVISION
SSA

3 MINOR SUBDIVISION
Office of Hearings and Appeals

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
5/7/82

D. SIGNATURE OF AGENCY REPRESENTATIVE
Dr. George E. 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
FIELD HEARINGS AND APPEALS FILES

HEARING OFFICE FILES

Files containing documents accumulated by the Administrative Law Judge in his/her review and adjudication of appealed claims cases. Record copies of these documents are retained in the claims folder. Hearing office files are retained in the field to facilitate the handling of the case on remand and the handling of the postreview correspondence.

AUTHORIZED DISPOSITION

Destroy one year after date of last action.

[Handwritten notes:]
No Mass Data Change is Required
Closed Out: 6-1-92: K. I./A
Copy to Agency
General Instructions

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115-a (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 for authorization of items that are authorized for disposal. The withdrawal or not approved for disposal will be so marked on SF 115-a. Such authorization General concurrence must be accompanied by a notation 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/or 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 office representative The number of names 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 type of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

A justification and/or a statement should be provided of the series of records that are proposed for disposal or retention.

Each series should comprise the largest possible grouping of separately organized and logically related materials that can be treated as a unit for disposal. Component parts of a series may be listed separately if numbers are relatively small, etc., under one general entry.

A statement should be provided showing the records disposed of to be made of the records thus.

If immediate disposal is requested, all documentation of records, the inclusive dates, the type of records, the number involved, should be checked.

If continuing disposal is requested for records retained, the accumulated on the form the retention period may be expressed in terms of years or months. No future or even a future, should be expressed in terms of years or months. The retention period must be objective and definite. If disposal of the records is contingent upon their being maintained, or otherwise reproduced or re-entered in another form, the evidence thereof shall be inserted. If the evidence thereof shall be inserted. If the evidence thereof shall not be included, the entry in column 6 shall be left blank.

Entries 9, 11, and 12 should be checked if samples of the records 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 inserted.

Entries 9, 13, and 14 should be left blank.

Lucile Parks
GSA Representative

4/19/82

Emily B. Sanders
SSA Records Officer

4/29/82

INSTRUCTIONS

Standard Form 115 GSA Rev. 4/78