REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (AGENCY OR ESTABLISHMENT)
HHS

DATE RECEIVED
June 1, 1982

NOTIFICATION TO AGENCY

□ A Request for immediate disposal.
☐ B Request for disposal after a specified period of time or request for permanent retention.

C DATE
5/24/82

D. SIGNATURE OF AGENCY REPRESENTATIVE
Dr. George E. Deal

E. TITLE
Department Records Management Officer

F FILE NO
NC1-47-82-10

G. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

REGIONAL OFFICE RECORDS

A. State Termination Documents
Legal documents terminating social security coverage for employees of a State, political subdivision, or interstate instrumentality.

[Redacted]

Transfer to the FRC 5 years after termination or supersession of the agreement.

DESTROY when 25 years old.

B. Welfare Enumeration Agreements
Agreements with States for the State preparation of applications for SSNs for Aid to Families with Dependent Children applicants or recipients, or food stamp recipients. The agreements define responsibilities of both the States and SSA.

[Redacted]

Transfer to the FRC 5 years after termination or supersession of the agreement.

DESTROY when 25 years old.

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
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 set. A certification of authority to dispose of records is required for disposal of items authorized not approved for disposal will be so marked. Each set, except Composed General Instructions must be accompanied by a notification of approval from GAO.

Specific Instructions

Entries 1, 2, and 3 should show what office has custody of the file and the name and date of the entry. If it is an independent agency, its name and minor subdivisions should be included.

Entries 4 and 5 should be completed and signed by the person to whom inquiries regarding the records should be directed

Entries 6 should be signed and dated on the four copies by the entry representative. The number of pages 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.

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

Entries 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/agency.

An identification is 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.

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 group of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Computer parts of a series should be listed separately if numbered consecutively - e.g., A, B, 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 for 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 happenings or events. If future happenings or events are arranged in a single event that is to determine the retention period, if the objective and definite events of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read "Until microfilmed 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 3101.115 should be observed.

Entries 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.

Entries 10 should be left blank.

Eleanor J. Lundeis
SAA Records Officer

5/7/82

Date