

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	N01-47-82-14
DATE RECEIVED	9-21-82
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
1-28-83 <small>Date</small>	<i>John Kay</i> <small>Archivist of the United States</small>

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

1 FROM (AGENCY OR ESTABLISHMENT)
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
FTS 934-5770

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 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 9/16/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> Dr. George E. Deal	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><u>Error Notice Form HHS-411A and Leave Error Notice Form HHS-411B and Equivalents</u></p> <p>These forms are completed by timekeepers and sent to the Office of Human Resources (OHR) to record and correct errors in employee pay checks and leave records. Original error notices are forwarded to the Department of Health and Human Services. The HHS-411A is also used to forward jury duty checks to the Office of Financial Resources and as a record of employees serving jury duty.</p> <p><u>Disposition</u></p> <p>1. <u>Forms Used to Correct Payroll or Leave Errors</u></p> <p>a. <u>Timekeeper's Copy</u> Destroy after error has been corrected.</p> <p>b. <u>Payroll Liaison Copy</u> Destroy after error has been corrected.</p>	<p>OMBP-6-40-2 Appendix B Item 14F</p>	

115-107
Copy to agency, 2-7-83; BR.
NO MASS DATA CHANGE SHEET NEEDED

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. 20409) 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. Notification of items that are authorized for disposal items without or not approved for disposal will be so marked. For SF 115 request. Component General concurrent 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, its title, and major divisions.

Entries 4, 5, and 6 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated in the four copies by the agency 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.

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 logically 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, e.g., 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 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 and continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions to occur. A future action or event that is to determine the retention period must be objective and definite. If a copy of the records is contained upon microfilm, microfiche, 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.

Ernest B. Luciani
SSA Records Officer

9/14/82
Date

Robert J. Sawyer
OFR Representative

9/7/82
Date

R. B. Foreman
OHR Representative

8/26/82
Date

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>Form HHS-441A used to Record Jury Duty</u></p> <p>a. <u>Timekeeper's Copy</u></p> <p>Destroy after jury duty checks have been received by OFR.</p> <p>b. <u>Collection Operations Section Copy</u> (or equivalent) <i>EFB 1/19/83</i></p> <p>Retain onsite for 3 years as SF-219, Certificate of Deposit supporting documentation, then transfer to the Federal Records Center. Destroy 6 years 3 months after period covered by account.</p>		