

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-47-83-1
DATE RECEIVED	10-15-82
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>	
Date	11-1-82 <i>Robert W. King</i> Archivist of the United States

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

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 1 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 10/12/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i> 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
	<p><u>Black Lung Consent Files</u></p> <p>These files consist of Forms SSA-3846 CD, SSA-3846 TC, Statement of Consent, or their equivalents and related computer printouts. The signed forms authorize SSA to release earnings information to the Department of Labor (DOL). The forms are sent to DOL by Black Lung beneficiaries, survivors, or claimants and are forwarded, in turn, to SSA. The Statement of Consent is provided in accordance with Section 1202 of P.L. 94-455 (Tax Reform Act of 1976 and 26 USC 6103). They are filed in social security number (SSN) order. The computer printouts match the SSN of the wage earner whose earnings history was queried and the date of the consent form. The listing is used to verify that an earnings inquiry was made in response to the consent form.</p> <p>1. <u>Statement of Consent Forms</u></p> <p>File in SSN order. Break file at the close of each calendar year. Destroy when 1 year old.</p> <p>2. <u>Computer Printouts</u></p> <p>Destroy 6 months after verification and resolution of any discrepancies or missing forms.</p>		

2 items

115-107
*No Mass Data Change Sheet Is Required
Closed out: 11-3-82 - cmj
Copies to Agency & NNF*

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. If a withdrawal or a request for approval for disposal will be so marked. Each SF 115 requires completion. Incurrence must be accompanied by a notification of approval from OAO.

Specific Instructions

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

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

Entry 6 should be entered and dated on the four copies by the person representing the request. 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 as 1a, 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 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 the records being microfilmed, or otherwise reproduced or recoded on a durable 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 8101-11.5 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 L. Larcher
SSA Records Officer

10/4/82
Date

Gerald L. Boyd
OCO Representative

9/27/82
Date

Raymond G. Northrop
GOPP Representative

9-28-82
Date