INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-83-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 5.6, item 040 (DAA-GRS-2017-0006-0005)
Agency concurred with GRS supersessions per email 12/10/2021.

Date Reported: 12/28/2021
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
   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
   10/14/82

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)

   Property Pass Files

   These files consist of various copies of Form SSA-1867-U4, SSA Property Pass; Form SSA-1867-U2, SSA Property Pass; Statement of Responsibility; memoranda authorizing removal of magnetic media records from the EDP Secure Area; and correspondence requesting and justifying removal of Government Property and/or issuance of an SSA Property Pass.

   The various copies of the form SSA-1867-U4 and its equivalents are used to:

   1. Authorize removal of either Government-owned or personal property through guard stations and from SSA buildings;

   2. notify Property Management Officers and Custodial Officers (PMOs/COs) and the Equipment Services and Repair Section, EMSB, DPRM, that Government property for which they are responsible is being removed; and

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STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-14
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 for verification of items that are authorized for disposal. Any items withdrawn or not approved for disposal will be so marked. Each copy 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 identity 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 noted.

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 1, 2, 3, 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 situations 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 unaltered that reproductions or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provision of FPMR 3-111-11.5 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.

Date

10/13/82

Date

10/4/82

Date

10/6/82
3. verify that Government property has been removed or returned. Specific instructions on use of property passes are contained in ADS Guide SSA.1:125-11.

### Disposition

1. Copies of passes and related correspondence authorizing removal of Government property by an employee for offsite official use:
   - **Record Copy**
     
     Destroy 3 months after return to issuing office and verification of return of Government property.
   
   - **Other Copies**
     
     Destroy after return of Government property has been verified or when no longer needed for control, whichever is sooner.
   
2. Copies of passes and related correspondence authorizing removal for any other reason of Government-owned, employee-owned, or vendor-owned property (see SSA.1:125-11 for additional information).
   
   - **Government property removed for repair**
     
     (1) **Record Copy**
     
     Destroy 3 months after return to issuing office and verification of return of Government property.

     (2) **Other Copies**
     
     Destroy after return has been verified or when no longer needed for control, whichever is sooner.

   - **Government property removed on a routine basis**
     
     Destroy 3 months after expiration of pass or 3 months after need no longer exists, whichever is sooner.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>c. Vendor-owned property coming in for demonstration or repair loan</td>
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<tr>
<td></td>
<td>(1) Record Copy&lt;br&gt;Destroy 3 months after return to issuing office and verification of removal of vendor-owned property.</td>
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<tr>
<td></td>
<td>(2) Other Copies&lt;br&gt;Destroy after verification of removal of property, or when no longer needed for control, whichever is sooner.</td>
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<td>d. Vendor-owned property removed on a routine basis</td>
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<td></td>
<td>Destroy 3 months after expiration of pass or 3 months after need no longer exists, whichever is sooner.</td>
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<tr>
<td></td>
<td>e. Personally-owned property</td>
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<tr>
<td></td>
<td>(1) Record Copy&lt;br&gt;Destroy 3 months after return to issuing office and verification of removal of personal property.</td>
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<tr>
<td></td>
<td>(2) Other Copies&lt;br&gt;Destroy upon verification of removal of personally-owned property or when no longer needed for control, whichever is sooner.</td>
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<tr>
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<td>f. Removal of Magnetic Media</td>
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<td>(1) Record Copy&lt;br&gt;Cut off file at the end of the calendar year. Retain 1 additional year for audit purposes, then destroy.</td>
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<tr>
<td>7. ITEM NO.</td>
<td>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
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<td>-------------------------------------------------</td>
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</table>

(2) **Other Copies**

Destroy 3 months after verification

*Note:* Do not destroy any property pass files where removal of property is suspicious and/or under investigation. These files will become part of the investigatory files and are to be disposed of accordingly.