REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20401

1. FROM (AGENCY OR ESTABLISHMENT)

2 MAJOR SUBDIVISION

SSA

3 MINOR SUBDIVISION

Office of Hearings and Appeals

4 NAME OF PERSON WITH WHOM TO CONFER

Ernest F. Lardieri

5 TEL EXT

394-3770

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

4/26/83

D SIGNATURE OF AGENCY REPRESENTATIVE

Dr. George E. Deal

E. TITLE

Department Record's Management Officer

F. RECORDS RETENTION AND DISPOSAL SCHEDULE

Headquarters Hearings and Appeals Files

Court Case Record Cards

Form SSA-550-U4, Court Case Record Card, or its equivalent, is used to record actions taken by a Federal Court in reviewing a litigated claim, the actions of OHA in preparing the case for such review and OHA actions on remand from the court.

Form SSA-550-U4:

2. Second and Fourth parts: Destroy 1 year after end of fiscal year in which it was placed in inactive card file.
3. Third part: If case on remand, file in Appeals File.
   If case is remanded, destroy immediately after proceedings on remand have concluded.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4