INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-84-05

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-047-09-002

Date Reported: 12/28/2021
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**
(See Instructions on reverse)

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

**1. FROM (AGENCY OR ESTABLISHMENT):**
HHS

**2. MAJOR SUBDIVISION:**
SSA

**3. MINOR SUBDIVISION:**
Office of Assessment

**4. NAME OF PERSON WITH WHOM TO CONFER:**
Ernest P. Lardieri

**5. TEL. EXT:**
FWE 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 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.

X B Request for disposal after a specified period of time or request for permanent retention.

<table>
<thead>
<tr>
<th>C. DATE</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16/83</td>
<td>Dr. George Deal</td>
<td>HHS Records Management Officer</td>
</tr>
</tbody>
</table>

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

**Records Retention and Disposal Schedule**
Office of Assessment
Quality Enumeration Files

These files document the quality assurance sample studies for the enumeration process. The files consist of copies of the numident* printouts and microprints of the corresponding forms SS-5, Application for a Social Security Number Card. They are maintained by sample period and also include form SSA-3978, QA Operations SSN Enumeration Process Tally Sheet, or its equivalent, which is used both as a record of the types of enumeration errors found and as a data entry form for creating a management information data base and reporting system under an outside contract. The data base is maintained by the contractor for 1 year; reports reflecting national and regional data are prepared and sent to SSA. If an enumeration error is found, a form SSA-3764, Notice of Error in Social Security Number Records, is completed. The original is forwarded to the Office of Central Operations (OCO) for action and a copy is maintained by the Office of Assessment for follow-up after 6 months.

*Social Security number identification printout

MASS DATA CHANGE SHEET NOT REQUIRED

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 the 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 notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Form 115 requires: Computerized General concurrence must be accompanied by a notification of approval from OAO.

Specific Instructions:

Entry 1, 2, and 3 should show 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, 1b, 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 so stated.

If continuing disposal is requested for records that have been scheduled for future disposal, 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 their being microfilmed or otherwise reproduced or recorded on machine readable media, the retention period should read. "Until ascertain 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.

Date

12/14/83

Date

11/26/83

Date

12/5/83

SSA Records Officer

OA Representative

OAR Representative

Standard Form 115 BACK Page 4/7
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>115-203</td>
<td>Disposition</td>
</tr>
<tr>
<td></td>
<td>1. Tally Sheets, Numident Printouts and SS-5 Microprints:</td>
</tr>
<tr>
<td></td>
<td>Transfer to SSA Records Holding Area.</td>
</tr>
<tr>
<td></td>
<td>Destroy 2 years after the close of the sample quarter in which the sample was taken.</td>
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<tr>
<td></td>
<td>2. Management Reports:</td>
</tr>
<tr>
<td></td>
<td>Destroy when 3 years old.</td>
</tr>
<tr>
<td></td>
<td>3. Office of Assessment Copy of SSA-3764:</td>
</tr>
<tr>
<td></td>
<td>Destroy when 9 months old.</td>
</tr>
<tr>
<td></td>
<td>4. Office of Central Operations Copy of SSA-3764</td>
</tr>
<tr>
<td></td>
<td>Destroy after correction has been made and verified.</td>
</tr>
</tbody>
</table>