

LHS
BSA
NARS

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Originally signed 7/10/84

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

OSSI
4 NAME OF PERSON WITH WHOM TO CONFER
Olyn B. Thomas
SSA Records Officer

5. TEL EXT
934-5770

FVB

| | |
|---|-------------------------|
| LEAVE BLANK | |
| JOB NO | |
| DATE RECEIVED | NCI-47-84-11 9-26-84 |
| NOTIFICATION TO AGENCY | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | 023, 84 [Signature] |
| Archivist of the United States | |

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 Re-signed 9/13/84 | 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) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---|------------------|
| 1. | Office of Supplemental Security Income State Agency Budget and Financial Report Files and Closing Agreements Records used to estimate, justify and approve State agency SSI administrative costs and to account for funds received and expended by the State agency. Included through 1974 are Forms SSA-2666, State Agency Budget Request; SSA-2666A, State Agency Budget List of Positions, SSA-2667, State Agency Budget Notice of Approval; SSA-2669, Financial Accountability Statement; and SSA-2669A, Quarterly Expenditure Report. Beginning in 1975 are Forms SSA-8710, State Agency Budget Request; SSA-8711, State Agency Budget List of Positions; SSA-8712, State Agency Budget Notice of Approval; SSA-8713, Quarterly Expenditure Report and Request for Reimbursement; SSA-8713A, Quarterly Workload and Activity Report; SSA-8714, Notice of Payment and Financial Accountability Statement; or their equivalents. Also included are supplementary budgets, certificates of authority and related documents. | NCI-47-76-17 Item IV.-B. and C. OAPP, 9/82 APP. C/269C | 1 item |

sent copies to agency & FCC. 11/6/84 CLD

MASS DATA CHANGE SHEET NOT REQUIRED

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|---|--------------------------|--------------------|
| | <p>The file also consists of records which document the accepted final settlements of reimbursable expenses incurred by the State agency in performing services provided for in the State agreements. Included are closing agreements, appendices, schedules of balances due and similar documents.</p> <p><u>Disposition:</u></p> <p>Transfer to the FRC after HHS audit and final settlement of the latest audit. Destroy 6 years after HHS audit and final settlement of the latest audit.</p> | | |