

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
 Department of Health, Education and Welfare

2 MAJOR SUBDIVISION
 Social Security Administration

3 MINOR SUBDIVISION
 Bureaus of Disability Insurance Retirement
 and Survivors Insurance and District Office Operations

4 NAME OF PERSON WITH WHOM TO CONFER
 Arthur J. Benner

5 TEL EXT
 130-45771

K600 2003

LEAVE BLANK

DATE RECEIVED
OCT 30 1972

DATE APPROVED

JOB NO
173-89

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC
 LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL
 APPROVED" IS AUTHORIZED

James B. Rhoads
 11-16-72
 DATE ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

OCT 26 1972 (Date)

[Signature] (Signature of Agency Representative)

Department Records Management Officer (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p style="text-align: center;"><u>POST-ENTITLEMENT SOURCE DOCUMENTS</u></p> <p>The files described in this schedule are source documents accumulated as a result of reporting and handling post-entitlement events by beneficiaries and the Social Security Administration. For purposes of this schedule, a post-entitlement event is defined as any action requiring a change on a beneficiary's account after initial entitlement. These records accumulate at SSA district and branch offices and SSA reviewing offices (payment centers).</p> <p><u>Supplementary Medical Insurance (SMI) Premium Cards</u></p> <p>These documents relate to the payment of SMI premiums by direct remittance as a result of being billed by SSA on a monthly or quarterly basis. Premium notice billing cards are returned with the premium payment and subsequently used by SSA to update premium collection information to its Billing and Collection Master File. Included are Form SSA-1592, SMI Premium Accounting Card; Form SSA-1545, Notice of Premium Payment Due--Quarterly Notice; Form SSA-1546, Notice of Premium Payment Due--Followup Notice; Form SSA-1547, Notice of Past Due Premium Payment; Form SSA-1548, Notice of Premium Payment Due; Form SSA-1645, Notice of Past Due Premium Payment; and similar documents.</p> <p>Retain the premium cards at the point of receipt for 30 days and then dispose of the premium cards.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>Annual Reports of Earnings</u></p> <p>These files consist of Form SSA-777, Annual Report of Earnings or equivalent documents which are filed with the Social Security Administration by individuals required to report their earnings for the taxable year under the provisions of Section 203 (h) and (i) of the Social Security Act.</p> <p>Retain the source document at the point of receipt for seven (7) months and then dispose of the source document.</p>		DISPOSAL APPROVED
3.	<p><u>Payee Not Determined, No Child In-Her-Care, Receipt of Public Assistance, and Annulment</u></p> <p>Documents relating to notices of payee not determined, no child-in-her-care, receipt of public assistance which result in the suspension of benefit payments, and notices when a claimant whose marriage to a wage earner is terminated by annulment is not entitled to wife's or husband's benefits resulting in the termination of benefit payments. Included are Form SSA-725, Request for Suspension or Termination of Benefits, Form SSA-1425, Reporting Card and equivalent documents reporting such events.</p> <p>Retain the source document at the point of receipt for seven (7) months and then dispose of the source document.</p>		DISPOSAL APPROVED
4.	<p><u>Form SSA-1372A.1, SSA-1372A, SSA-1372A.2, - Request for District Office Assistance to Obtain Completed Form SSA-1372A</u></p> <p>This is a three-part computer generated form used to request the district office to obtain a completed SSA-1372A from the school in cases where an entitled student reports that he has changed schools.</p> <p>Destroy the 1372A.1 and 1372A.2 forms immediately upon association of the completed 1372A portion with the claims folder.</p>		DISPOSAL APPROVED

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5.	<p><u>Form SSA-1383 - Notice of Change in School Attendance</u></p> <p>This is a general purpose reporting card supplied at the time of filing for student benefits. It is used to report such events as marriage, cessation of school attendance, change in schools, change to part-time student, and receipt of pay from employer for attending school.</p> <p>a. Where the SSA-1383 is used to report a change in schools, immediately destroy the forms upon receipt of a completed SSA-1372A.</p> <p>b. Where the SSA-1383 is used to report an event other than a change in schools, retain the form at the point of receipt for seven (7) months and then dispose of the form.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
6.	<p><u>Forms SSA-1378A - Notice Concerning Child Beneficiary Who Will Soon Attain Age 18</u></p> <p>This is a prepunched card supplied to a child beneficiary five months prior to attainment of age 18. It is used for direct key-in from the district office for the age 18/22 attainment program.</p> <p>Retain the source document for 30 days after district office action and 120 days after payment center action and then dispose of the source document.</p>		<p>DISPOSAL APPROVED</p>
7.	<p><u>Form SSA-1542 - Notice of Cessation of Full-Time School Attendance</u></p> <p>This is a punchcard type form sent to the school at the time SSA requests verification of the student's attendance. The school retains the form so long as the student remains in full-time attendance. When the student is no longer in full-time attendance, the school is requested to complete the card and send it to the payment center. Upon receipt in the payment center, the card and the folder are reviewed to determine if any action is required. If this is the first notice of non-attendance, development is initiated to determine if the student is in attendance at another school. If the SSA-1542 duplicates a previous notice from the student and action has already been taken, no further action is required.</p>		

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	<p>If the information on the SSA-1542 duplicates information already in the claims folder, the SSA-1542 should be disposed of immediately. If the SSA-1542 is the basis for further development, it should be retained until the development material is received and then be destroyed.</p>		<p>DISPOSAL APPROVED</p>