

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent  
(T) Temporary

ITEM	STATUS	WHY INACTIVE
1 / A	(P)	
1 / B	(T)	
2 / A	(P)	
2 / B	(T)	
3	Inactive (T)	all records were destroyed, no more will be created
4 / A	Inactive (P)	superseded by DAA-0047-2024-0001-0001
4 / B	Inactive (T)	superseded by DAA-0047-2024-0001-0002
5	(P)	
6	(T)	
7	Inactive (T)	superseded by DAA-GRS-2016-0005-0003 (GRS 6.4 item 030)
8	(T)	

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  
Office of Management and Administration

4. NAME OF PERSON WITH WHOM TO CONFER  
George S. Yamamura

5. TEL. EXT.  
45770

5. 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.

9/2/75  
(Date)

Eugene J. Peadar, Jr.  
(Signature of Agency Representative)

Acting  
Department Records Mgmt. Off.  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>Records Retention and Disposal Schedule</u> <u>Employee Communications Files</u></p> <p>I. <u>ANNUAL REPORT OF THE SOCIAL SECURITY ADMINISTRATION (SSA)</u></p> <p>Narrative and statistical report to Congress highlighting SSA accomplishments during the preceding fiscal year. Emphasis is on program administration, service to the public, special projects, and legislative developments. Included are related clearance comments, transmitting memorandums, final drafts, committee prints, and other background material.</p> <p>A. <u>Office Responsible for Preparation</u></p> <p>Retain one printed copy permanently. Cut off file after 5 years, hold onsite an additional 5 years and then offer to the National Archives. Destroy clearance comments, transmitting memorandums, drafts and other background material upon release of subsequent report.</p> <p>B. <u>Other Offices</u></p> <p>Destroy upon receipt of subsequent report.</p> <p>Copy to Agency &amp; NCW 10-23-75 (D)</p>		

## INSTRUCTIONS

**General Instructions;** Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

### **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 identify and locate the person to *whom* inquiries regarding the records should be directed.

**Entry 6** should show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

**Box A** should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

**Box B** should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3-IV-105; and the completed form thus marked is a schedule.

**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. 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* the records were produced or *when* disposal is to be made of the records, thus:


If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

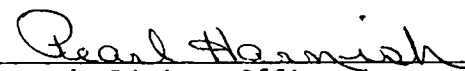
If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

**Entry 9** should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

**Entry 10** should be left blank.

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\_\_\_\_\_  
SSA Records Officer

  
\_\_\_\_\_  
Records Liaison Officer

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
II.	<p><u>PUBLICATIONS FILES</u></p> <p>Internal information publications providing coverage of major program and administrative accomplishments, changes, or plans, and other items of general interest to SSA employees. Included are draft and printed versions of the following publications: <u>OASIS</u>, <u>Central Office Bulletin</u>, <u>Commissioner's Bulletin</u>, <u>Management Newsletter</u>, <u>Regional Newsletter</u>, and the <u>Legislative Newsletter</u>. Record copies are retained in bound volumes after 1955 and microfilmed prior to 1955.</p> <p>A. <u>Office Responsible for Preparation</u></p> <p>Retain microfilm and bound volumes permanently. Cut off file after 10 years, hold onsite an additional 20 years, and then offer to the National Archives. Destroy drafts and related background material after 6 months. Review extra copy file annually and destroy copies which no longer have continuing value.</p> <p>B. <u>Other Offices</u></p> <p>Destroy upon receipt of next comparable publication or when no longer needed for reference.</p>		
III.	<p><u>INDEX CARD FILES</u></p> <p>Cards indexing articles which have appeared in SSA internal information publications by subject matter or personality. The cards are used as a finding tool for information regarding a particular subject or personality.</p> <p>Review file annually and destroy cards which do not have continuing value.</p>		
IV.	<p><u>BIOGRAPHIES</u></p> <p>Biographical sketches, photographs, news clippings, and similar documents concerning high-level SSA officials.</p> <p>A. <u>Employee Communications Staff</u></p> <p>Permanent. Review file every 5 years. Remove biographies relating to separated employees and offer to the National Archives.</p>		

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	<p>B. <u>Other Offices</u></p> <p>Destroy upon separation of the official or when purpose has been served, as appropriate.</p>		
V.	<p><u>PHOTOGRAPH FILES</u></p> <p>Photographs which have appeared in SSA internal information publications. The photographs deal with a wide variety of subjects including SSA buildings and personalities.</p> <p>Review files every 2 years and remove all duplicate and obsolete photographs and those which are no longer needed in current operations. Offer these photographs to the SSA Historian for screening. Photographs having historical value will be offered to the National Archives as a permanent record. The remaining photographs will be destroyed.</p>		
VI.	<p><u>REPRINT PERMISSION FILES</u></p> <p>Documents granting or denying permission for SSA to reprint copyrighted material. The documents are retained in the event that a claim is made against the Government for infringement of copyright. The period of limitations for filing such a claim is 3 years from the date of publication by the Government (28 U.S.C. §1498[b]).</p> <p>Destroy 4 years after the date of publication by SSA or after 1 year if the material is not published.</p>		
VII.	<p><u>PROJECT FILES</u></p> <p>Records created in carrying out various special projects assigned to the Employee Communications Staff by SSA or DHEW officials. Included are documents accumulated in writing and editing administrative reports and presentations, speeches, and announcements, such as drafts, correspondence, and related material.</p> <p>Destroy 2 years after completion of the project.</p>		

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VIII.	<p><u>PUBLICATIONS HISTORY FILES</u></p> <p>Records documenting the history of various SSA internal information publications. Included are proposals to initiate a new publication, decisions regarding scope, format, or content, and similar material.</p> <p>Destroy upon discontinuance of the publication or when the material is obsolete, as appropriate.</p>		