



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	<b>NC1 47 78 7</b>
DATE RECEIVED	<b>22 DEC 1977</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>12-27-77</b> <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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

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

2. MAJOR SUBDIVISION  
 Social Security Administration

3. MINOR SUBDIVISION  
 Office of Program Operations

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

5. TEL. EXT.  
 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 5 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 12/15/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene J. Hess</i> Russell O. Hess	E. TITLE Department Records Management Officer
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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
I.	<p align="center"><u>POSTENTITLEMENT SOURCE DOCUMENTS</u></p> <p>The records described below are source documents accumulated as a result of reporting and handling postentitlement events by beneficiaries and SSA. For purpose of this schedule, a postentitlement event is defined as any action requiring a change on a beneficiary's record after initial entitlement.</p> <p><u>TITLE II (RSI and DI) PROGRAM</u></p> <p><u>A. Death, Marriage, Remarriage, Divorce, and Adoption Records (NN 172-14)</u></p> <p>These records consist of notices of death which include death certificates; Forms SSA-721, Statement of Death by Funeral Director, and copies thereof; SSA-L1719, Death Notice Work Sheet; duplicate death notices; and similar papers regarding notices of death. Also included are source documents that report marriage, remarriage, divorce and adoption to SSA, such as SSA-1425, Reporting Card; SSA-1719, Direct Post-Entitlement Input Document; and similar papers.</p> <p align="right"><i>17 items</i></p>		

*mq 12-29-77*      *NEW*  
*Arnell - Hew*

# 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 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 as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

## 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 be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

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 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.

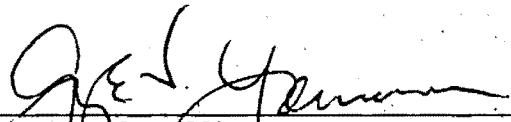
A statement should be provided showing when disposal is to be made of the records, thus:

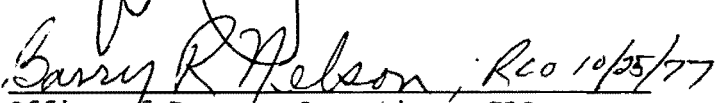
If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, 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 ascertained 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.

  
SSA Records Officer

  
Barry R. Nelson, RCO 10/25/77  
Office of Program Operations, RLO

  
Wayne L. Wiggins RCO 12/8/77  
Office of Quality Assurance, RLO

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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
	<p>Destroy 3 months after receipt of source document, except as stated below:</p> <ol style="list-style-type: none"> <li>1. Nonproductive/nonbeneficiary notices of death will be sent to Bureau of Data Processing for introduction into the quarterly earnings operations and be destroyed after processing.</li> <li>2. Proof documents (or certified copies thereof) required in support of an initial or subsequent claim for benefits will be filed in the claims folder and disposed of in accordance with claims folder disposition instructions.</li> <li>3. Foreign documents pertaining to these events will be filed in the claims folder and disposed of in accordance with claims folder disposition instructions.</li> <li>4. Original certificate of adoption documents will be filed in the claims folder, whenever their return to the persons submitting them is not possible.</li> </ol> <p><u>B. Annual Report of Earnings (NN 173-89)</u></p> <p>These records consist of Form SSA-777, Annual Report of Earnings, or equivalent documents which are filed with SSA 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>Destroy 3 months after last action.</p> <p><u>C. Payee Not Determined, No Child In-Her-Care, Receipt of Public Assistance, and Annulment (NN 173-89)</u></p> <p>These records consist of notices of payee not determined, no child in-her-care, and receipt of public assistance, which result in the suspension of benefit payments. The records also consist of notices of marriage annulment which result in the termination of benefit payments. Included are Forms SSA-725, Request for Suspension or Termination of Benefits; SSA-1425, Reporting Card; and equivalent documents reporting such events.</p> <ol style="list-style-type: none"> <li>1. Destroy 3 months after last action.</li> <li>2. <u>Exception</u></li> </ol> <p>Foreign annulment decrees will continue to be retained in accordance with existing policies and procedures.</p>		

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II.	<p>D. <u>Form SSA-1383 - Student Reporting Card (NN 173-89)</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>1. 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>2. 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 3 months and then destroy.</p> <p><u>TITLE XVI (SSI) PROGRAM</u></p> <p>A. <u>Undeliverable Notices (NC-47-75-25)</u></p> <p>These files consist of undeliverable notices or letters addressed to claimants, recipients, or their representatives advising of actions taken by SSA on the related claim or account. The correspondence is generally undeliverable due to address changes, incomplete or invalid addresses, or death of the claimant or recipient.</p> <p>Destroy after measures to determine the correct forwarding address have proven unsuccessful. In no event should material be destroyed before 3 months' retention.</p> <p>B. <u>Change of Address Records (NC-47-75-25)</u></p> <p>These records consist of change of address notices received from SSI recipients or their representatives, and related documents, such as Form SSA-8160, Supplemental Security Income Notice of Address Change, check envelopes, and correspondence; Form SSA-1719B, SSI Posteligibility Data Input; and comparable source documents pertaining to change of address.</p> <p>Retain at the point of receipt for 3 months and then destroy.*</p> <p>C. <u>Death Records (NC-47-75-25)</u></p> <p>These records consist of notices of death including death certificates; Form SSA-721, Statement of Death by Funeral Director, and copies thereof; duplicate death notices;</p>		

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	<p>SSA-1719B; and similar papers.</p> <p>Retain at the point of receipt for 3 months and then destroy.*</p> <p><u>D. Marriage and Resumption of Living Together Records (NC-47-75-25)</u></p> <p>These records are used by SSI recipients or their representatives to report marriage, remarriage, or resumption of living together events to SSA. Included are Forms SSA-8150, Report of New Information in Supplemental Security Income Claims; SSA-8160, SSA-1719B, and similar papers.</p> <p>Retain at the point of receipt for 3 months and then destroy.*</p> <p><u>E. Divorce, Annulment, and Separation Records (NC-47-75-25)</u></p> <p>These records are used to report divorce, annulment, or separation events to SSA. Included are forms SSA-8160, SSA-8150, SSA-1719B, or their equivalents.</p> <p>Retain at the point of receipt for 3 months and then destroy.*</p> <p><u>F. Student Report Records (NC-47-75-25)</u></p> <p>These records are used to report commencement or cessation of school attendance. Included is form SSA-8150 or its equivalent.</p> <p>Retain at the point of receipt for 3 months and then destroy.*</p> <p><u>G. Payee Not Determined Records (NC-47-75-25)</u></p> <p>These records consist of notices of payee not determined which may result in the suspension of payments. Included are Forms SSA-725, Request for Suspension or termination of Benefits; SSA-8150; or their equivalents.</p> <p>Retain at the point of receipt for 3 months and then destroy.*</p>		

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	<p>H. <u>Form SSA-8220, SSA State SSI Information Exchange (NC1-47-76-18)</u></p> <p>This form is used by the servicing district/branch office to obtain information from the State in order to compute the correct State supplement payment amount. It also may be initiated by the State to notify SSA of a change in recipient minimum income level. The information is subsequently transmitted into the SSR.</p> <p>Retain at the point of receipt for 3 months and then destroy.* <u>Exception:</u> If the State submitted data is of substantive nature and essential in the redetermination decision, the SSA-8220 should be retained in the same fashion as the redetermination form itself.</p> <p>*Posteligibility notices which supplant the redetermination form and are themselves the basis for the redetermination decision, are to be retained in the same fashion as the redetermination form itself (see item A, NC-47-75-25).</p>		