

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 363 4 items

**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 and Rehabilitation Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Carl E. Mann

5. TEL. EXT.
Code 13-28536

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JAN 12 1973	JOB NO. 173-124
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 <u>1-17-73</u>	<u>James B. Bonds</u> Archivist of the United States

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 one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Jan 3, 1973
(Date)

Carl E. Mann
(Signature of Agency Representative)

SRS Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	WELFARE ADMINISTRATION OFFICE OF THE COMMISSIONER		
1	Draft Minutes ("Working Minutes") of Meetings of the Commissioner of Welfare and His Predecessors the Commissioner of Social Security and the Board of Social Security, annotated, with accompanying memoranda, 1935-1967. Immediate disposal authorized.		
2	Draft Agenda of Meetings of the Commissioner of Welfare and His Predecessor the Commissioner of Social Security, annotated, 1961-1967. Immediate disposal authorized.		
3	Budget and Housekeeping Records of the Office of the Executive Officer, Commissioner of Welfare, relating to the Cuban Refugee Program, 1962-1965. Immediate disposal authorized.		
4	Subject Listing of Action Meeting Minutes arranged in alphabetical order by major subject headings and their subdivisions. Undated. Immediate disposal authorized		



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
SOCIAL AND REHABILITATION SERVICE
WASHINGTON, D.C. 20201

January 3, 1973

Mr. Meyer H. Fishbein
Director, Records Appraisal Division
National Archives and Records Service
General Services Administration
Washington, D.C. 20408

Dear Mr. Fishbein:

In response to your appraisal findings of the records of the Social Security Administration referred to in your letter dated December 26, 1972, approval is granted to accession the notes of proceedings of the Board of Social Security and its successors, the submittals, minutes of meetings of the Commissioner of Welfare, certain records relating to the Cuban Refugee Program, and other miscellaneous material.

The few records which were adjudged unsuitable for permanent preservation are listed on the attached Standard Form 115, Request for Authority to Dispose of Records.

Sincerely,

CARL E. MANN
Records Officer
Social and Rehabilitation Service

Enclosure



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SOCIAL AND REHABILITATION SERVICE
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Carl E. Mann

CARL E. MANN
Records Officer
Social and Rehabilitation Service

Enclosure

22 Dec. 1972

To: Meyer H. Fishbein
From: Dorothy Provine
Subject: Disposal Job No. NN-173-124

Items 1 and 2: These drafts of agenda and minutes were circulated to concerned offices for their approval or suggested changes, additions, or deletions. The offices' resulting comments and proposed modifications were generally minor in nature (a rephrasing in the interest of clarity or notations regarding the postponement of an item on the agenda) and seldom significantly affected the substance of the final document. They neither add to one's understanding of the rationale behind policy formulations nor reveal important conflicts over interpretation within the agency.

Item 3: This material was screened out of the files of the Office of the Executive Officer accessioned in job no. NN-373-99. All of the records represent routine day-to-day transactions which are not of permanent historical or archival value. The bulk of the records is disposable under General Records Schedules, as, for example:

<u>Type of Record</u>	<u>Pertinent General Records Schedule</u>
Budget work papers and data sheets	Schedule 5, item 4
Requisitions, purchase orders, invoices, bills, and other supporting papers relating to procurement and supplying functions	Schedule 3, item 4
Government transportation requests	Schedule 9, item 3
Status of allotment and status of funds reports	Schedule 5, item 5

Item 4: This is a tool employed by indexers and is of no historical or archival value.

[Handwritten signature]