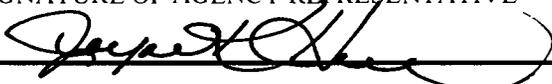


REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-47-10-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1-21-2010	
1 FROM Social Security Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Publications and Logistics Management			
3 MINOR SUBDIVISION Office of Document, Center for Records Management			
4 NAME OF PERSON WITH WHOM TO CONFER Joyce Huber, SSA Records Officer	5 TELEPHONE NUMBER 410-965-5555 410-966-1704 (fax)	ARCHIVIST OF THE UNITED STATES 18 Jan 11 	
6 AGENCY CERTIFICATION			
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not needed now for the business for this agency or will not be needed after the retention period specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for the Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
DATE 1-20-2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS Social Security Administration Records Forms Management Files Office of Origin: Deputy Commissioner for Budget, Finance & Management Office of Publications Management 1405 Annex Building 6401 Security Boulevard Baltimore, Maryland 21235-6401 Scheduling Authority: Social Security Administration Deputy Commissioner for Budget, Finance, & Management Center for Records Management Joyce Huber, SSA Records Officer Room 1524 Annex Building 6401 Security Boulevard Baltimore, MD 21235-6401 410-965-5555	NC-47-75-10	

I. Forms Management Folder Records

This schedule provides authoritative instructions for the disposition of agency forms management records, regardless of media. These files are maintained by the Forms Management Team (FMT) in the Office of Publications and Logistics Management (OPLM).

A. Forms History Folder Records

These records contain documents accumulated in evaluating the requirement for, designing and procuring a particular SSA form. Included are justification statements (Form SSA-5100, Request for Forms Action), internal and OMB clearances, camera copies, memorandums and notes to the file, copies of printing requisitions (Form SSA-100, SSA Printing Requisition) and specifications, procurement documents, delivery instructions, samples, copies of approved suggestions, history sheets (Form SSA-5082 or SSA-5082A, Form History) and similar documents.

Disposition: Temporary.

Cut off history record when form becomes obsolete. When a form becomes obsolete, move the history folder from active storage to obsolete storage. Physical folders will be maintained in on-site obsolete storage for one calendar year. After one year, they will be moved to an off-site holding facility. Electronic folders will be moved out of the active directory to an inactive holding directory for a period of time matching the physical folders.

~~Destroy five years later.~~

GRS 16/3

B. Forms Inventory Control System (FICS)

This catalog contains supplementary information about forms used throughout the agency. The FICS also allows users throughout the agency to reserve form numbers to create new SSA forms. An FMT analyst will enter the obsolete year within FICS. FICS will show the record as obsolete on our public-facing website. FICS will automatically remove the record from the public-facing website upon destruction of the physical history folder. Each form is listed as a separate entry. Each record contains the following information about the form:

- form number
- whether form is new or revised
- date received
- authoring organization
- form title
- author/originator
- author's phone number
- author's building and room number
- whether the form is for public or internal use
- accession number
- box number
- whether the form supersedes another form

FICS has been replaced with Inform; this schedule is intended to cover FICS, Inform, and any future equivalent.

See email dated 5/29/2013 for changes. JTL.

- date obsolete
- links to SSA forms

Disposition: Temporary.

Cut off inventory control record when form becomes obsolete. FMT retains these records for a period of 100 years as a record of a form's existence beyond destruction of the history folder.

Destroy 100 years later.