


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-47-88-1	
1 FROM (Agency or establishment) Health & Human Services		DATE RECEIVED 10-1-87	
2 MAJOR SUBDIVISION Social Security Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Deputy Commissioner for Operations			
4 NAME OF PERSON WITH WHOM TO CONFER William H. Jones	5 TELEPHONE EXT. 965-2593	DATE 1/27/88	ARCHIVIST OF THE UNITED STATES 

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☒ is attached, or ☐ is unnecessary

B DATE 7/31/87	C SIGNATURE OF AGENCY REPRESENTATIVE  Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p align="center"><u>Service Delivery Reviews</u></p> <p>1. <u>Description of Records</u></p> <p>These files consist of reports, worksheets, narratives, evaluations and other documentation used in connection with service delivery reviews. They are similar to, but broader in scope than, the service area reviews which were discontinued in 1978. Regional offices retain record copies of the basic documentation of the service delivery reviews and copies of periodic summary reports which are sent to central office. The reviews are of district and branch offices, teleservice centers and resident and contact stations. These reviews are conducted nationwide and form the basis for decisions regarding the number and type of social security offices in specific geographical areas reviewed. Each geographical area is under a 5-year review cycle.</p> <p>2. <u>Proposed Retention Periods</u></p> <p>a. <u>Service Area Reviews</u></p> <p align="center">Destroy immediately.</p>	<p>47-78-33, Item III. B.</p>	

Rec'd. 8-11-87
G.D. Fleener
Rec'd. 8-11-87
12-19-87

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>Service Delivery Reviews</u></p> <p>(1) <u>Regional Office Records</u></p> <p>Destroy upon completion of next service delivery review or when 5 years old whichever is sooner.</p> <p>(2) <u>Central Office Reports</u></p> <p>Destroy summary reports when 10 years old.</p>		