

**REQUEST FOR RECORDS DISPOSITION AUTHORITY***(See Instructions on reverse)*TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 204081 FROM (Agency or establishment)  
Department of Health & Human Services2 MAJOR SUBDIVISION  
Social Security Administration3 MINOR SUBDIVISION  
Office of Disability4 NAME OF PERSON WITH WHOM TO CONFER  
*Patricia J. Glover*  
Patricia J. Glover, SSA Records Officer5 TELEPHONE  
(410) 965-6108**LEAVE BLANK (NARA use only)**

JOB NUMBER

*N1.47.94.3*

DATE RECEIVED

*9.14.94*

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not approved" or "withdrawn" in column 10DATE *12/19/94* ARCHIVIST OF THE UNITED STATES *James W. Moore*

## 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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal  
Agencies,

is not required;



is attached; or



has been requested.

DATE

SEP 8 1994

SIGNATURE OF AGENCY REPRESENTATIVE

*A. Prentice Barnes, Sr.*  
A. Prentice Barnes, Sr.

TITLE

DHHS Records Management Officer

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION10 ACTION  
TAKEN (NARA  
USE ONLY)DISABILITY DETERMINATION SERVICES RECORDS

See attached.

*Copies sent to agency 12/2/94*

## Disability Determination Services Records

The following series of records are created or received by the Disability Determination Services (DDS), State Agencies in implementing Title II and XVI of the Social Security Act. The DDS, under regulations, makes the medical determination for claimants who apply for Disability Insurance (DI), and Supplemental Security Income (SSI) benefits alleging a disability.

### 1. Residual Files

Files containing copies of disability claims materials. Documents may include copies of Form SSA-831-U3, Disability Determination and Transmittal; Form SSA-833, Cessation or Continuance of Disability Determination and Transmittal; related case materials; or equivalent documents. Record copies of documents are retained in the DI or SSI claims folders which are maintained by SSA.

### State Agencies Working Copies

#### Proposed Disposition:

Retain until claim is adjudicated and then dispose of materials when no longer needed.

Disability and Determination Services Records

Agency Concurrences:

Lenore Carlson  
OD Representative

Patricia J. Glover  
SSA Records Officer

7-27-94  
Date

8-8-94  
Date