

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 47

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 Security Administration

3 MINOR SUBDIVISION

Bureau of Supplemental Security Income (BSSI)

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Charles D. Smith

5 TEL. EXT.

130-45771

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated. ("X" only one)

☐ A The records have  
ceased to have suffi-  
cient value to warrant  
further retention.

☒ B The records will cease to have sufficient value  
to warrant further retention on the expiration  
of the period of time indicated or on the occur-  
rence of the event specified.

9/20/74  
(Date)

*Charles D. Smith*  
(Signature of Agency Representative)

Acting SSA Records Officer  
(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
A.	<p><u>SSI Manual One-Time Payment Files</u></p> <p>These files consist of forms used by the district offices to manually compute and authorize one-time benefit payments to Supplemental Security Income (SSI) recipients who fail to receive their regular monthly checks. Included is Form SSA-8010, SSI Manual One-Time Payment, or its equivalent. The forms contain the payee's name, address, and social security number; the signatures of the preparing and approving officials; the computations upon which payment is based; and the amount of payment authorized. They are retained as potential evidence of employee fraud in the authorization of payments.</p> <p>1. <u>BSSI Copy</u></p> <p>Transfer to a Federal Records Center 90 days after receipt. Destroy 6 years thereafter.</p> <p>2. <u>District Office Copy</u></p> <p>Destroy 6 months after the close of the month in which dated.</p> <p><i>Copies to FRC's 10/8/74 CD</i> <i>Copy to Agency 10/8/74 CD</i></p>		