INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-047-75-008

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002).
Item 2 is inactive because it is specific to a medium that no longer exists.
Item 3a was superseded by GRS 5.5, item 020 (DAA-GRS-2016-0012-0001).
Item 3b was superseded by GRS 5.1, item 010 (DAA-GRS-2016-0016-0001).
Agency concurred with GRS supersessions per email 12/10/2021.

Date Reported: 12/28/2021

REQUEST FOR AUTHORITY

TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED **DEC 10 1974**	JOB NO.
DATE APPROVED	**NC-** 47-75 - 8

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
Office of Administration

4 NAME OF PERSON WITH WHOM TO CONFER
Charles D. Smith

5 TEL. EXT.
594-5770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-15-75   *Date*   Archivist of the United States

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 sufficient value to warrant further retention.	B	X	The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12-4-74
(Date)

(Signature of Agency Representative)

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
I.	**REPROGRAPHIC MANAGEMENT FILES** A. **Equipment History File** This file contains a separate folder for each field and central office location in which SSA maintains reprographic equipment. The folder consists of a history sheet which identifies the type of equipment maintained at the location, copies of correspondence, reports of service problems, requests for equipment (Form SSA-2470, Request for Reprographic Equipment), and similar documents. 1. Destroy documents relating to a particular piece of equipment 2 years after that equipment is replaced or otherwise removed from service. NOTE: The equipment history sheet will be retained until the folder is destroyed. 2. Transfer the folder to an inactive file when SSA no longer maintains reprographic equipment at that location. Destroy 1 year thereafter. B. **Reprographic Management Information Files** 1. Equipment meter cards, including Form SSA-2508, SSA Meter Card, or its equivalent. The cards are completed each month. They record the number of copies produced on a given piece of equipment during that month.		*Copy to Agency* *1/17/75*

Four copies, including original, to be submitted to the National Archives and Records Service

Standard Form No. 115-A
Revised November 1951
Prescribed by General Services Administration
GSA Reg 3-IV-106
115-202

Job No. _____ Page __2__
of __2__ pages

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Destroy upon receipt and verification of the monthly reports. NOTE: Xerox meter cards will be forwarded to Xerox Corporation for billing purposes.		
2.	Punchcards prepared from equipment meter cards. Destroy after 6 months.		
3.	Monthly reports, including the Photocopier Billing Report, the Photocopying Budget Expenditure Report, the Locator Report, and the Production Cost Report. a. <u>Office Having SSA-wide Reprographic Management Responsibility</u> Destroy after 3 years. b. <u>Other Offices</u> Destroy after 1 year or when no longer needed for reference, whichever is earlier.		