INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-047-75-019

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-047-81-13, item 6.

Date Reported: 12/28/2021

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

3 items

RG 47

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

	4 LEAVE BLANK	
DATE RECEIVED		JOB NO.
APR 9 1975		
DATE APPROVED	NC -	47-75-19

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Office of Management and Administration

4. NAME OF PERSON WITH WHOM TO CONFER
George S. Yamamura

5. TEL. EXT.
45770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-5-75   Date   Janet B Rhoads   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.

4/1/75
(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
	A. **Administrative Claims Case Files**		

A. **Administrative Claims Case Files**

These files contain records relating to claims or potential claims for damages or injury under the Federal Tort Claims Act or the Federal Military Personnel and Civilian Employees Claims Act. Included are Standard Forms (SF) 95, Claim for Damage or Injury; SF 91, Operator's Report of Motor Vehicle Accident; SF 91A, Investigation Report of Motor Vehicle Accident; SF 92, Supervisor's Report of Accident; SF 92A, Report of Accident Other than Motor Vehicle; SF 94, Statement of Witness; Optional Forms (OF) 26, Data Bearing on Scope of Employment of Motor Vehicle Operator; Forms HEW-66, Preliminary Notice of Occurrence of Accident; HEW-462, Report of Damage or Loss; HEW-481, Employee Claim for Loss or Damage to Personal Property; HEW-516, Accident Report; or their equivalents. Also included is supporting documentation, such as itemized statements of property damage, medical reports, bills for expenses incurred, and similar papers. Claims involving less than $1,000 are resolved initially by the SSA Tort Claims Officer. Claims involving a greater amount are initially resolved by the Department. A claimant may request reconsideration of the initial determination. If dissatisfied with the reconsideration decision, the claimant may file a civil action.

1. **Retained Copies of Official Case Files**

Destroy when case file is returned from the Department.

Copy to Agency 5/9/75

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

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

	2. <u>Official Case Files</u>
	
	   a. <u>No claim filed</u>
	
	      Transfer to the SSA Records Holding Area at the close of the calendar year in which the material is accumulated. Destroy 3 years thereafter.
	
	   b. <u>Claim filed</u>
	
	      Transfer to the SSA Records Holding Area at the close of the calendar year in which claim is paid or disallowed. Destroy 6 years thereafter.
	<u>Note</u>: Case files relating to claims under litigation will be retained until final adjudication by the courts.
	
	GAO CONCURRENCE IS BEING SOUGHT.		