

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-047-76-008

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Schedule is inactive because the records are no longer created. The form number/title/subject matter is not in the agency's current forms list. All records should have long since been destroyed.

Date Reported: 12/28/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

Office of Management and Administration

4. NAME OF PERSON WITH WHOM TO CONFER

George S. Yamamura

5. TEL. EXT.

45770

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.

7/28/75  
(Date)

*George S. Yamamura*  
(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

Records Retention and Disposal Schedule  
Equal Employment Opportunity Files

I. EMPLOYEE HOUSING REQUESTS

Form SSA-2316, Employee Housing Request, or its equivalent. These forms are completed by Social Security Administration employees to request assistance in renting or purchasing housing or in resolving a particular housing problem (eviction, discrimination complaint, grievance against lessor, etc.). The form gives the employee's name, address, phone number, work location, and grade. It also serves as a record of assistance given to the employee.

Destroy 1 year following the date of the request.

Copy to Agency 9-2-75 SW

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DATE RECEIVED  
AUG 12 1975

JOB NO.

DATE APPROVED

NC - 47-76-8

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 5503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-28-75 *James E. O'Neil*  
Date Acting Archivist of the United States