

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-80-03

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 2.4, item 030 (DAA-GRS-2019-0004-0002)  
Agency concurred with GRS supersessions per email 12/10/2021.

Date Reported: 12/28/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-47-80-3

DATE RECEIVED

1-28-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-21-80

Date Acting Archivist of the United States

*James E. O'Neill*

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION

Social Security Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ernest P. Lardieri

5. TEL. EXT.

594-5770

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

1/15/80

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Ernest P. Lardieri*

E. TITLE

*SSA Records Officer*

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

FILES COMMON TO MOST OFFICES

Administrative Time and Leave Records

Records reflecting an employee's usage of annual leave, sick leave, and leave without pay (LWOP) during a given year. Included is Form SSA-2042, Administrative Time and Leave Record, or its equivalent.

Destroy after 3 years unless a within-grade increase (WIGI) has not been granted within the 3-year retention period. In that event, retain until 1 year after the WIGI has been granted. For employees who terminate, destroy 1 year after termination.

NOTE: When an employee moves to another office within SSA, transfer the form SSA-2042 to the new location within 5 days.

NC-47-75-22  
item I.J

1 item

Copy to NNF agency 4-24-80  
Closed