

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-80-07

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All items were superseded by DAA-0047-2012-0002-0001

Date Reported: 12/28/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORD POSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-47-80-7

DATE RECEIVED

4-22-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-20-80 *James E. O'Hea*  
Date *acting* Archivist of the United States

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

Office of Operational Policy and Planning

4. NAME OF PERSON WITH WHOM TO CONFER

Ernest P. Lardieri

5. TEL. EXT

934-5770

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 \_\_\_\_\_ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4/16/80	<i>George E. Deal</i>	Departmental Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF OPERATIONAL POLICY AND PLANNING</u> <u>OFFICE OF REGULATIONS</u></p> <p>1. <u>SSA Regulation and Notice Records</u></p> <p>History files for regulations and notices published in the Federal Register by the Secretary, HEW. The notices and regulations interpret statutes, court decisions, and policy decisions relating to all social security programs. Included are regulation development plans, notices of intent to regulate, notices of public hearings, public comments (if any), preliminary drafts, the intercomponent review comments, notices of the proposed regulation, and final versions.</p> <p>Permanent. Transfer to the Washington National Records Center (WNRC) 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.</p> <p>2. <u>Social Security Rulings Records</u></p> <p>History folders pertaining to technical and legal issuances on retirement and survivors, health, disability,</p>	NC1-47-77-16 items 1-4	

*8 items*

*Copies to agency, NCW, NNB, NNA*

# INSTRUCTIONS

## General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

## Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR §.101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

  
SSA Records Officer

  
OR Representative

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 3  
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>supplementary security income, and miner's benefits programs. These issuances are published quarterly as Social Security Rulings. The quarterly bulletins are republished annually in the Cumulative Bulletin of Social Security Rulings. Included are related background material, clearances, and published copies of the rulings.</p> <p>Permanent. Transfer to WNRC 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.</p> <p>3. <u>Social Security Handbook Records</u></p> <p>Copies of additions and changes to each chapter of the Social Security Handbook which are prepared for new handbook editions. Included are intercomponent comments and reviews, preliminary and intercomponent drafts, and final copies sent to be printed.</p> <p>Permanent. Transfer to WNRC 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.</p> <p>4. <u>Program Policy Statements Records</u></p> <p>Original and microfilm copies of history folders of Program Policy Statements (PPS). PPS's are formal statements distributed SSA-wide, of social security program policy for which regulations and operating policies and instructions are written. They are developed, as necessary, to establish new or revised policy as the result of legislation, Commissioner's Decisions, precedential court decisions, Office of the General Counsel opinions, and to confirm or clarify existing policy. Included in the history file are intercomponent comments and clearances, draft versions of the PPS, final version, and related background documents.</p> <p>a. <u>Office Responsible for Development of PPS</u></p> <p>(1) <u>Original Documents</u></p> <p>Destroy when microfilm has been proven acceptable.</p> <p>(2) <u>Microfilm</u></p> <p>Permanent. Offer microfilm to the National Archives when 20 years old.</p>		

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	<p>b. <u>Other Offices</u></p> <p>Destroy after 2 years.</p> <p>5. <u>Policy and Precedent Files</u></p> <p>Original and microfilm copies of documents establishing policy and/or precedent for Social Security Programs. Included are formal statements of policy and substantive procedure, standards, criteria, interpretations and clarifications, administrative determinations, and similar records that provide a basis for program action.</p> <p>a. <u>Original Documents</u></p> <p>Destroy when microfilm has been proven acceptable.</p> <p>b. <u>Microfilm</u></p> <p>Permanent. Offer microfilm to the National Archives when 20 years old.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Since SSA will store the original microfilm, this certifies that storage conditions will adhere to the standards in 41CFR 101-11.507 and 508. Inspection of this microfilm will be conducted 2 years after filming and every 2 years thereafter as required by 41CFR 101-11.507-2.</p>		