

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT),
HHS

2. MAJOR SUBDIVISION
SSA

3 MINOR SUBDIVISION
Office of Central Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Ernest P. Lardieri

5 TEL EXT
594-5770

LEAVE BLANK	
JOB NO 101-47-83-4	
DATE RECEIVED 2-7-83	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a (1) disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-3-83 Date	<i>[Signature]</i> Archivist of the United States

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 2 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 1/18/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George Deal	E. TITLE Department Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center"><u>Records Retention and Disposal Schedule</u> <u>Office of Central Operations</u></p> <p>Files resulting from a Supplemental Security Income (SSI) recipient's claim of nonreceipt of a benefit check. Included are copies of Treasury Form TFS-1044, Treasury Notice to SSA of a Possible Similar Name Case, which includes recipient's name, social security number, address at time the nonreceipt claim was filed and check description (check number, symbol, date of payment and amount). Attached to TFS-1044 are copies of the negotiated SSI check and TFS-1133, Claim Against the United States for the Proceeds of a Government Check. Included in the case files are copies of SSA-8177, Notice to District Office of Possible Similar Name Case, and SSA-8178, Similar Name Control Card, which lists current status of the claim. Copies of the case file are sent to the servicing district/branch office (DO/BO) for resolution. If no response is received from the DO/BO after 6 months, the case folder is sent to the regional office for resolution. Once it is determined whether a true similar name situation exists, the Office of Central Records Operations notifies Treasury, through use of Form OF-41, Routing and Transmittal Slip. Also included are photocopies of documentation upon which the determination is made. Original documents are retained in Treasury Department. In cases where it is</p>		

mass data change sheet not required
Agency copy sent 8/2/83 JES

NCW + NNF sent out 8-16-83 by DMW.

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
2 of 2

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>determined that a true similar name case exists, SSA authorizes the DO/BO to make a one-time payment to the recipient who did not receive the check and also initiates action to recover the amount of the check paid erroneously to another recipient. Copies of documents pertaining to recovery of overpayments and one-time payments are kept in the SSI claims folder.</p> <p>Retention: *</p> <p>Destroy 60 days after forwarding final resolution of claim to Treasury Department.</p> <p>a. Claims resulting in one-time payments.</p> <p>Destroy 6 years and 3 months after period covered by account.</p> <p>b. All other claims.</p> <p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>*The original disposition proposed by the Social Security Administration was modified with the concurrence of the agency's records officer to conform to the recommendations made by the General Accounting Office in their letter of May 18, 1983.</p> <p><i>OFR 7/28/83</i></p>		