INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-047-83-09

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002), specifically the GRS item's bullet "ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report" and "data files output from electronic systems, created for the purpose of information sharing or reference."

Agency concurred with this supersession by email 12/28/2021.

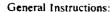
Date Reported: 12/28/2021

REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK		
	(See Instructions on reverse)		JOB NO		
			NC1-47-83	- 9	
	AL SERVICES ADMINISTRATION, IL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D	C 20408	DATE RECEIVED		-
1. FROM (AGENCY OR ESTABLISHMENT)			4-22-83		
Health & Human Services			NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION Social Security Administration			in accordance with the provisions of 44 G.S.C. 3303a the disposal re-		
3. MINOR SUE			guest, undieding ameromen be stamped "disposal not	tsuis apprived excep apprived" er "withd:	t for items that may lawe" in column 10.
	e of Central Operations				
4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT.			6-15-83	Ren	5 Wan
	P. Lardieri FWG	4-5770	Date	Archivist of the	United States
that the this age	recertify that I am authorized to act for this agence records proposed for disposal in this Request ency or will not be needed after the retention per Request for immediate disposal. Request for disposal after a specific retention.	of page iods specified.	e(s) are not now ne	eded for the l	ousiness of
C. DATE	D. SIGNATURE OF AGENCY PAPRESENTATIVE	E. TITLE			
	Dr. George Beal	Donartman	- Dogowda Mono	20-00- OFF	4
4/8/83	DI. George Deal	Department	t Records Mana		icer -
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Office of Program Service Centers Payroll & Payroll Liaison Records				
	Check Listings				
	Computer printouts listing pay data transmitted by tape to Central Office. The listings are used to verify that the proper number of employee paychecks are received by the PSC.				
	Disposition				
	Destroy when 6 months old.				<u> </u>
	also Sent to GAO				1. To
	MASS DOTA CHONGE SHI	57-T NAT	CERUPET)	STANDARD	FORM 115

Agency + NNF SENT 6-27-83 by DMW.

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4

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 on to request permanent retention of records. Detach the fifth appy 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 nonlineation of items that are authorized for disposal items withdraw and not approved for disposal will be so marked Fight SF 1.15 requiring tomptroller General concurrence must be autompanied by a metallication of approved from GAO.

Specific Instructions

F stress I/2, and I should show what agency has custody of the ∞ -and that are identified on the form, and should contain the name of the department or independent agency, and its major and minor auditivisions.

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

First 5 should be signed and dised on the four copies by 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 textural 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 argest practical grouping of separately organized and opacally refuted materials that can be treated as a single unit for purpless of disposal Component parts of a series may be fisted separated in deminered consecutively as La. 15, etc., under the general centry

A stillement should depresseded 'snavenge when disposition 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 thought be stated.

If continuing disposal is reg, ested for records that have accommisted or with continue to reconnition the retention period to so be expressed in terms of years, munths, i.e., or in terms of future actions or events. A future action or events that is to determine the actention period must be observe and definite. If disposal of the seconds is contingent upon their being amorofilmed, or otherwise reproduced or recorded on much as reasonable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in according with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101–115 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 approiser. 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 Date

Date

4/7/83

Date

4/4/83

OCO Representative