Schedule Number: NC1-047-77-11

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-047-80-09.

Date Reported: 12/28/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Standard Form No. 115
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106
115-102

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

3 items

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

LEAVE BLANK	
DATE RECEIVED 3 MAR 1977	JOB NO.
DATE APPROVED NC 1 47 77 11	

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Program Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Olyn B. Thomas

5. TEL. EXT.
594-5770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-15-77
Date

James B. Rhoads
Archivist of the United States

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 sufficient value to warrant further retention.

B [X] The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Title II (Disability Insurance) Claims Case Files These claims folders contain all correspondence and other pertinent material accumulated in the process of adjudication of the DI Claim. Claims application forms, Form SS-5, Application for Social Security Number or equivalent document (for terminations only), proofs, questionnaires, earnings records, medical evidence, and disability and nondisability correspondence are filed on the right side of the folder. Included on the left side of the folder are Form OA-C101D, Summary of Claims Data, Form OA-D840, Request for Earnings Record-Disability, and equivalent documents. 1. Disability Denial Claims Transfer to the FRC after expiration of the reconsideration period and identification as eligible for transfer by Case Control System. Destroy 20 years thereafter. 2. Terminated Disability Cases Transfer to the FRC after being identified as eligible for transfer by the Case Control System. Destroy 20 years thereafter. 3. Miscellaneous Freeze Terminations Destroy after 20 years' retention in the FRC.		

Sent to agency, NCW and all FRCs 3/15/77 JP

Four copies, including original, to be submitted to the National Archives and Records Service

16—59429-3 GPO

INSTRUCTIONS

General Instructions: Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

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 show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

Box A should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

Box B should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3–IV–105; and the completed form thus marked is a schedule.

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. 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* the records were produced or *when* disposal is to be made of the records, thus:

If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If Box B under entry 6 was marked, the period of retention should be stated. 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, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3–IV–105 and are adequate substitutes for the paper records."

Entry 9 should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

Entry 10 should be left blank.

U. S. GOVERNMENT PRINTING OFFICE 16—59429-2

L. A. Dorne, Jr.
BDI Records Liaison Officer

SSA Records Officer