

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-047-76-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/28/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item A1 was superseded by DAA-0047-2012-0005-0001

Item A2 was superseded by DAA-0047-2012-0005-0001

Item B was superseded by DAA-0047-2012-0005-0002

Item C was superseded by DAA-0047-2012-0005-0004

Item D was superseded by DAA-0047-2012-0005-0005

Item F was superseded by DAA-0047-2012-0005-0013

Item G1 was superseded by DAA-0047-2012-0005-0011

Item G2 was superseded by DAA-0047-2012-0005-0009 and -0010

Item I1 was superseded by DAA-0047-2012-0005-0014

Item I2 was superseded by DAA-0047-2012-0005-0004

Item J was superseded by DAA-0047-2012-0005-0004

Item K was superseded by DAA-0047-2012-0005-0013

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 12 1975	JOB NO.
DATE APPROVED	NC - 47-76-9

18 items *47*
 TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Program Evaluation and Planning

4. NAME OF PERSON WITH WHOM TO CONFER
George S. Yamamura

5. TEL. EXT.
45770

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-21-75 *James B. Choad*
 Date 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 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.

7/31/75 (Date) *George S. Yamamura* (Signature of Agency Representative) SSA Records Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>Records Retention and Disposal Schedule</u> <u>Office of Program Evaluation and Planning</u></p> <p>A. <u>Correspondence Files</u></p> <p>Copies of outgoing correspondence and associated background material (copies of incoming material, comments, drafts, etc.).</p> <p>1. <u>Control Clerk Files</u></p> <p>Destroy after 2 years.</p> <p>2. <u>Program Division Files</u></p> <p>Destroy after 1 year, except that correspondence having precedential value may be associated with the program analysis files (item C, below) and retained in accordance therewith.</p> <p>B. <u>Correspondence Control Logs</u></p> <p>Logs reflecting the assignment and disposition of incoming controlled correspondence.</p> <p>Close out at the end of the calendar year and destroy 1 year thereafter.</p>		

Copy to Agency & NCW 10-23-7500

10/2/75 - Changes with approval of Charlotte Whitcomb (NSA)

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 3 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.


Shirley W. Schnitzlein
Records Liaison Officer
Office of Program Evaluation and Planning

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>C. <u>Program Analysis Files</u></p> <p>Files accumulated in the ongoing review and analysis of the effectiveness of present social security programs and in planning ways and means for improving those programs. The files are retained by subject matter category and include copies of memorandums, and bill reports, position papers, studies, plans, proposals, and comments.</p> <p>Review files annually and destroy material which does not have continuing relevance.</p> <p>D. <u>Working Files</u></p> <p>Nonessential working papers retained by staff members for reference purposes.</p> <p>Destroy after 2 years or when no longer needed for reference.</p> <p>E. <u>Legislative Language and Specifications Files</u></p> <p>Retained copies of proposals for changes in the social security laws and related material. The documents contain proposed legislative language, supporting statements, alternative proposals, and other information. Included in the files are related clearance comments.</p> <p>Review files annually and destroy material which does not have continuing relevance.</p> <p>F. <u>Background Books</u></p> <p>Binders containing material prepared for use by SSA and DHEW officials in testifying before Congressional committees on a given piece of legislation or issue. The material provides background information on the legislation or issue and an analysis of the implications for social security programs.</p> <p>Permanent. Transfer to the Legislative Reference Office (LRO) Library after 2 years. Offer to the National Archives 25 years thereafter.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>G. <u>Bill Files</u></p> <p>Copies of bills introduced in Congress pertaining to social security or related programs and associated background material. Included are copies of any introductory remarks by members of Congress, bill reports, analyses and cost estimates, committee reports, and similar documents. Documents relating to bills upon which Congressional action is taken are retained in bound volumes.</p> <p>1. <u>Bound Volumes</u></p> <p>Permanent. Transfer to the LRO Library after 2 years. Offer to the National Archives when no longer needed for reference.</p> <p>2. <u>Other Documents</u></p> <p>Close out file when new Congress is seated and destroy 2 years thereafter.</p> <p>H. <u>Congressional Bills File System Records</u></p> <p>The Congressional Bills File System is an automated system containing data on social security-related bills, such as bill number, sponsor, co-sponsor, subject matter and other descriptive information. The system is used to monitor the progress of bills through Congress and for other management information purposes.</p> <p>1. Coding sheets used to enter data into the system, including Forms CO-2234, S. Co-Sponsor and Similar Bill Record; CO-2235, H.R. Co-Sponsor and Similar Bill Record; CO-2236, H.R. Header and Description Records; and CO-2237, S. Header and Description Record.</p> <p>Destroy after data have been entered into the system and verified as accurate.</p> <p>2. Monthly system output, including chronological listings, subject matter listings, and author listings.</p> <p>Destroy upon receipt of updated listing.</p>		

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	<p>3. Final system output (listings) providing summary data on social security-related legislative activity for a given Congress. The listings are prepared when a new Congress is seated. They are retained in bound volumes.</p> <p>Permanent. Transfer to the LRO Library after 2 years. Offer to the National Archives 25 years thereafter.</p> <p>4. Magnetic tape records.</p> <p>Return to blank stock 60 days after release of final system output.</p> <p>I. <u>Hearing Files</u></p> <p>Copies of transcripts and printed reports of hearings before Congressional committees on bills or issues relating to social security programs. One copy of each printed hearing report is retained in a bound volume for historical purposes.</p> <p>1. <u>Transcripts</u></p> <p>Destroy upon receipt of printed hearing report.</p> <p>2. <u>Printed Reports</u></p> <p><i>Permanent. Offer bound volumes to National Archives within 35 years.</i></p> <p>J. <u>Name Files</u></p> <p>Material documenting the positions of individual members of Congress on issues relating to social security programs. Included are copies of press releases and speeches, clippings from the Congressional Record, newspaper or magazine articles, and similar records.</p> <p>Review files upon seating of a new Congress and destroy obsolete material. Destroy all material for an individual who is no longer a member of Congress.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>K. <u>Committee/Organization Files</u></p> <p>Background material on Congressional committees and nongovernmental organizations having an interest in social security matters. Included are press releases, newspaper accounts, lists of committee/organization members, member profiles, and similar documents.</p> <p>Destroy material when superseded or obsolete.</p> <p>L. <u>Articles and Speeches Files</u></p> <p>Nonrecord copies of articles and speeches given by top-level SSA or DHEW officials regarding social security programs. The files are retained for reference by staff members.</p> <p>Review files annually and destroy obsolete material.</p>		