

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 20 Jun 1979

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

LEAVE BLANK	
JOB NO.	NCT-47-79-13
DATE RECEIVED	20 JUN 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4/11/80</i> Date	<i>Jane E. O'Leary</i> acting Archivist of the United States

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ernest P. Lardieri

5. TEL. EXT.

594-5770

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 **31** 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 <i>6/25/79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ernest P. Lardieri</i>	E. TITLE <i>SSA Records Officer</i>
---------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The attached list of SSA program-related forms fall into three categories of disposal instructions:</p> <p><u>Category 1:</u> Documents or their equivalents are filed in claims folder and retained in accordance with claims folder disposition instructions. Documents in this category have continuing value for program integrity, fraud, and audit purposes.</p> <p><u>Category 2:</u> Documents or their equivalents are destroyed after receipt of output or completion of action. Documents in this category are either input documents, documents requesting information that has been received, or are documents which requested an action and the action has been completed.</p> <p><u>Category 3:</u> Documents or their equivalents are to be destroyed immediately. Documents in this category have no claims-related retention value.</p>		

3 items
Closed
4-21-80

*Copy to NAF
agency all FRCS*

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

Category 1 contains documents or their equivalents that are filed in the claims folder and retained in accordance with claims folder disposition instructions.

<u>Description of Records</u>	<u>Authorized Disposition</u>	
I. <u>RETIREMENT AND SURVIVORS INSURANCE CLAIMS FOLDERS</u>		
A. Disallowed life and death claims, withdrawals, and lump-sum only claims in which potential entitlement exists.	Transfer to the Federal Records Center (FRC) after being so identified by the Automated Folder Inactivation System (AFIS). Destroy 20 years thereafter. <i>(after identification)</i>	
B. Awarded claims where the last payment has been made and there is no future potential claimant indicated in the record.	Transfer to the FRC after being so identified by the AFIS. Destroy 5 years thereafter. <i>(after identification)</i>	
C. Awarded claims where payments have ended, but there is a future potential claimant indicated in the record.	Transfer to the FRC after being so identified by the AFIS. Destroy 55 years thereafter. <i>(after identification)</i>	
II. <u>DISABILITY INSURANCE CLAIMS CASE FOLDERS</u>		
A. Disability Denial Claims	Transfer to the FRC after expiration of the reconsideration period and identification as eligible for transfer by the case control system. Destroy 20 years thereafter. <i>(after identification)</i>	
B. Terminated Disability Cases	Transfer to the FRC after being identified as eligible for transfer by the case control system. Destroy 20 years thereafter. <i>(after identification)</i>	
C. Miscellaneous Freeze Termination	Destroy after 20 years' retention in the FRC.	
III. <u>SUPPLEMENTAL SECURITY INCOME CLAIMS CASE FOLDERS</u>		
Terminated or Disallowed Claims	Transfer to the FRC after being so identified as terminated or disallowed by the AFIS or case control system. Destroy 6 years and 6 months thereafter. <i>(after identification)</i>	
The following documents or their equivalents are included in category 1:		
<u>New Number</u>	<u>Old Number</u>	<u>Title</u>
SSA-1 F6	SSA-1	Application for Retirement Insurance Benefits
SSA-2 F6	SSA-2	Application for Wife's Insurance Benefits
	SSA-3	Husband's Certification
SSA-4 F6	SSA-4	Application for Child's Insurance Benefits
SS-5 FS F	SS-5	Application for an SS Number

Category 1

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>
SSA-5 F6	SSA-5	Application for Mother's Insurance Benefits
	SSA-6	Application for Surviving Child's Insurance Benefits
	SSA-7	Application for Parent's Insurance Benefits
SSA-8 F5	SSA-8	Application for Lump-Sum Death Payment
	SSA-8A	Supplement to Form SSA-8
SSA-10 F8 Obsolete	SSA-10 and SSA-10A	Application for Widow's Insurance Benefits
SSA-11 F6 Obsolete	SSA-11	Application to be Selected as Payee
Obsolete	SSA-13	Application for Widower's Insurance Benefits
Obsolete	SSA-14	Application for Husband's Insurance Benefits
	SSA-15	Wife's Certification
	SSA-16	Application for Disability Insurance Benefits
	SSA-17	Statement Regarding Disability (by Widow, Widower, Surviving Divorced Wife, or Child)
SSA-18 F4	SSA-18	Application for Hospital Insurance Benefits
SSA-19 F6	SSA-19	Application for Special Age 72-or-Over Monthly Payments
SSA-21 F4	SSA-21	Supplement to Claim of Person Outside the U.S.
SSA-22 F4	SSA-22	Supplement to Claim on Behalf of a Child Outside the U.S.
Obsolete	OA-C24	Application for Survivors Benefits
	SSA-25	Certificate of Election for Reduced Wife's Benefits
SSA-4040	SSA-40A	Application for Medical Insurance
HCFA-40B	SSA-40B	Application for Enrollment under Medicare
Obsolete	SSA-43	Application for Recalculation to Include Additional Military Service Wage Credits
	SSA-L50	Notice to Parent - Support Requirement Met
	SSA-L51	Notice to Parent - Support Requirement Not Met

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
	SSA-101 OA-C101C OA-C101D		Determination of Award, Summary of Claim Date-DIB Claim
	SSA-L106		Letter to School Requesting Verification of Age
SSA-3924-U3	SSA-107		Determination of Resumption of Award
SSA-3927 C1 SSA-3928 C2	SSA-107e		Determination of Benefit Recomputation and/or Recalculation
	SSA-142		Report of Operation under Social Insurance or Pension System(s)
	SSA-149		Waiver of Benefit Payments
	SSA-201		Determination of Disallowance
	SSA-201B		Determination of Disallowance-Disability Claim
Obsolete	SSA-401		Medical History and Disability Report
Obsolete	SSA-401A		Report of Disability Interview-Widow (Divorced Wife and Widower)
Obsolete	SSA-401CH		Report of Childhood Disability Interview
	SSA-416		BDI Medical Consultant's Case Analysis
	SSA-430A		Medical Development Summary
SSA-439 U3	OA-D439		Authorization to Release Notice of Deter- mination and Request for Medical Information
	SSA-L439		Ineligibility Letter for Disabled Widows Benefits
	SSA-450S		SSI Data Input and Determination
	SSA-454		Report of Continuing Disability Interview
	SSA-454A		Social Security Disability Beneficiary Report
HA-501-U5	HA-501		Request for Hearing
HA-5121-U3	SSA-512.1		Notice by Attorney of Appointment as Representative
HA-520-U6	HA-520		Request for Review of Administrative Law Judge's Actions
	SSA-521		Request for Withdrawal of Application

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
SSA-5525-U3 SSA-5526-U4	SSA-525 and SSA-525B		Request for Evidence or Assistance
HA-L-530-U5	HA-530		Authorization to Charge and Receive a Fee
	SSA-533		Translation Request
	SSA-553		Special Determination
SSA-561-U2	SSA-561		Request for Reconsideration
SSA-562-U3	SSA-562		Request for Assistance/Certification of Document(s) or Record(s)
	SSA-562A		Request for Assistance/Certification by School Officials
SSA-623-C2	SSA-623		Representative Payee Report
Obsolete	SSA-623A		
Obsolete	SSA-623B		
	SSA-623B(PR)		
	SSA-624		Representative Payee Report
	SSA-624A		
SSA-625	SSA-624B		
Obsolete	SSA-624PR		
SSA-632-F4	SSA-632		Refund Questionnaire
SSA-633-U3	SSA-633		Agreement to Refund Overpayment
Obsolete	SSA-634		"Without Fault" Questionnaire
	SSA-635		Finding that Recovery and/or Adjustment of Overpayment is Barred
	SSA-639		Report of Uncollectible Indebtedness
	SSA-651		Certification of Award of Benefits under Section 217(b) of the S.S. Act, as amended
	SSA-654		Request for Information from Uniformed Services
SSA-655-U2	SSA-655		Certification by Federal Agency as to Payments on Account of Veteran
	SSA-662		Reconsideration Determination
	SSA-669F		Request for Benefits Payable-Beneficiary Outside U.S.

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
	SSA-702		Statement Regarding Date of Birth
	SSA-704		Certification of Contents of Document(s) or Record(s)
	SSA-704D		DO-TEL Telephone Confirmation of Evidence Received in the DO
	SSA-706		Request for Information from World War I Draft Records
	SSA-L706		Letter to Custodian of Birth Records
	SSA-L707		Letter to Custodian of Marriage Records
	SSA-L716		Letter Requesting Information from the District Director of Internal Revenue
	SSA-717		Statement of Person Requesting Payment on Behalf of Estate
	SSA-718		Consent by Relative for Payment to Individual on Behalf of Estate
Obsolete	SSA-719		Statement of Burial Expenses by Funeral Director
SSA-723-F4	SSA-723		Statement Regarding the Presumed Death of an Individual by Reason of his Continued and Unexplained Absence
	SSA-L725		Letter to Employer Requesting Earnings Information
SSA-L-1045 U2	SSA-L726B		Second Followup and Close-out Letter
	SSA-L732		Request to Claimant to Obtain Additional Information
	SSA-L733		Ineligibility Letter-Life-Death
	SSA-L733A		Ineligibility Letter, Survivor-Decedent Not Insured
	SSA-753		Statement Regarding Marriage
	SSA-754		Statement of Marital Relationship (By One of the Parties)
SSA-760-F4	SSA-760		Certificate of Support (Parent's, Husband's, or Widower's)

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
	SSA-763		Supplemental Statement Regarding Income
Obsolete	SSA-764		Supplemental Statement Regarding Income from Farming and/or Gardening Activities
	SSA-766		Statement of Self-Employment Income
	SSA-767		Certification of Evidence of Self-Employment Income
	SSA-768		Certification of Evidence of Wages
SSA-780-Fl	SSA-780		Certificate of Applicant for Benefits on Behalf of Another
SSA-788	SSA-780A		Statement of Person with Whom Beneficiary is Living
	SSA-781		Certificate of Responsibility for Welfare and Care of Child not in Applicant's Custody
Obsolete	SSA-782		Statement of Person with Whom the Child is Living
	SSA-783		Statement Regarding Contributions
	SSA-784		Retirement or Disability Insurance Benefit Questionnaire
			<u>Authorized Disposition</u>
			1. Claim filed: File in claims folder. Retain in accordance with claims folder disposition instructions.
			2. No claim filed: Destroy after 6 months.
	SSA-785		Questionnaire Regarding Survivors Insurance Benefits
			<u>Authorized Disposition</u>
			1. Claim filed: File in claims folder. Retain in accordance with claims folder disposition instructions.
			2. No claim filed: Destroy after 6 months.

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
	SSA-786		Physician's Statement (Patient's Capability to Manage Benefits)
	SSA-787		Medical Officer's Statement (Patient's Capability to Manage Benefits)
	SSA-794		Earnings Record-PIA Determination
SSA-795 SP	SSA-795 SSA-795PR		Statement of Claimant or Other Person
	SSA-807		Request for Field Contact
	SSA-L808.1		Disability Denial Letter
	SSA-L808.2		Not Disability - Impairment is Severe But Not Expected to Last 12 Months - Not Insured
	SSA-821		Work Activity Report-Employee
	SSA-821A		Report of Work Activity-Continuing Disability
	SSA-821B		Work Activity Report-Self-Employed Person
	SSA-824		Report on Individual with Mental Impairment
SSA-825-SP	SSA-825 SSA-825PR		Authorization to SSA to release Material Information
SSA-3826-F4	SSA-826		Medical Report-General
SSA-3827	SSA-826CH		Medical Report-Individual with Childhood Impairment
SSA-3828	SSA-826.1		Medical Report-Pulmonary Tuberculosis
SSA-828-U4	OA-D828		Request for Medical Information from Records of Veterans Administration
SSA-829-U4	SSA-829		Request for Medical Information from Military Facilities or Records Centers
SSA-831-U5	SSA-831		Disability Determination and Transmittal
SSA-833-U5	SSA-833		Cessation or Continuance of Disability Determination and Transmittal
SSA-834-U5	SSA-834		Continuance Sheet for Disability Determination
	SSA-L855		Ineligibility Letter-Disability

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
SSA-881 U3	SSA-881		Request for Field Investigation of Continuing Disability
	SSA-883		Request for Evidence or Assistance (Disability Case)
SSA-1000 TR	SSA-1000		Claims Data Display
	SSA-1001		Statement of Employer
SSA-1001SP	SSA-1001PR		
	SSA-1002		Statement of Agricultural Employer
SSA-1002SP	SSA-1002PR		
SSA-1040	CO-1040		Reduced DIB after RIB Worksheet
SSA-1129 U3	SSA-1129		Attorney Fee Case-Past Due Benefit Summary
	SSA-1178		Evaluation of Fee Petition for Representation
	SSA-1255		Statement of Institution or Social Agency
SSA-1268 C1	SSA-1268		Record of Returned Check
Obsolete	SSA-1303		Certification of Disability Determination
	SSA-1323		Request for Information from School or Agency (Report on Individual with Childhood Impairment)
	SSA-1344		Chinese Custom Marriage Statement (by One of the Parties)
	SSA-1345		Statement Regarding Chinese Custom Marriage
	SSA-1372		Student's Statement Regarding School Attendance
	SSA-1372A		Certification by School Official
	SSA-1372A.1		Request for District Office Assistance to Obtain Completed Form SSA-1372A
	SSA-1372A(F)		Statement to U.S. SSA by School Outside the U.S. About Student's Attendance
	SSA-1372B		Student's Statement Regarding School Attendance
	SSA-1372F		Student's Statement Regarding School Attendance Outside the U.S.

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
SSA-1388-TC	SSA-1388 SSA-1388F		SSA Report of Student Beneficiary at End of School Year
SSA-1389 C1	SSA-1389		Report of Student Beneficiary About to Attain Age 22
	SSA-1426		Statement About Disability by Person Outside of U.S.
	SSA-1458		Certification by Religious Group
SSA-1560-U4	SSA-1560		Petition to Obtain Approval of a Fee for Representing a S.S. Claimant
	SSA-1560A		Authorization to Charge and Receive a Fee
Obsolete	SSA-1578		Underpayment under Title II of the S.S. Act to Legal Representative of Estate of Deceased Beneficiary
	SSA-1585		Notice of Medical Insurance Enrollment and Premium Deduction (Printed prior to 9/69)
SSA-1596 C1	SSA-1596		Record of Changes in Premium Deduction or Billing Status
SSA-1600-U3	SSA-1600		Request for Claim Number Verification
SSA-1610-U3	SSA-1610		Social Security-Public Assistance Agency Information Request and Report
Obsolete	SSA-1659		Affidavit Showing Right to Receive Money under Section 630 of the California Probate Code
SSA-1696-U3	SSA-1696		Appointment of Representative
SSA-1697-U3	SSA-1697		Notice to Representative of Claimant Before the Social Security Administration
SSA-1709-U4	SSA-1709		Request for Workmen's Compensation Information
	SSA-1724		Claim for Amounts Due in the Case of a Deceased Beneficiary
SSA-1760 S R	SSA-1760 SSA-1760SP		Voluntary Statement to Explain Irregularity
HCFA-1763	SSA-1763		Request for Termination of SMI
	SSA-1774		BDI Transmittal to State Agency

Category 1

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>
Obsolete	SSA-1832	Veteran Leads Program--SS Benefits <u>Authorized Disposition</u> 1. Claim filed: File in claims folder. Retain in accordance with claims folder disposition instructions. 2. No claim filed: Destroy after 6 months.
	SSA-1899	Request for Program Service Center Third Party Action
	SSA-1966	Health Insurance Card <u>Authorized Disposition</u> 1. If undeliverable, immediate destruction authorized. 2. If returned by claimant refusing Medicare Part B insurance, file in claims folder. Retain in accordance with claims folder disposition instructions.
	SSA-2038	Date of Birth Determination
	SSA-2052	DO Review of DDS Determinations, Statement of Deficiencies
	SSA-2080	DO Final Authorization Claim
IRS-2190	SSA-2190	Change in Method of Computing Net Earnings from Self-Employment
	SSA-2333 SSA-2333A	Application for Benefits by a Mental Institution on Behalf of a Patient
	SSA-2417	Redetermination of Benefit Rights
	SSA-2455	Workmen's Compensation Offset Worksheet
Obsolete	SSA-2506A	QED Medical Consultant Staff-Review
SSA-2506-U4	SSA-2506B	QED Medical Consultant Staff-Psychiatric Review
	SSA-2512	Military Service Questionnaire
	SSA-2514	Record of Claimant's Intent to File
	SSA-2519	Child Relationship Statement

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
	SSA-2647		Request for Information from World War II Selective Service Records
	SSA-2788		Health Evaluation Review
SSA-2795 U3	SSA-2795		Determination of Resumption of Award
	SSA-2872		Statement of Death and Burial Expenses by Funeral Director
			<u>Authorized Disposition</u>
			1. If filed with claim: File in claims folder. Retain in accordance with claims folder disposition instructions.
			2. If not filed with claim: Destroy after 3 months.
	SSA-2876		Confirmation of School Attendance
	SSA-5002		Report of Contact
SSA-7000-U6	SSA-7000		Notice of Determination of Self-Employment Income
SSA-7001-PC	SSA-7001		Postal Card Requesting Address from Postmaster
	OAAN-7003		Request for Change in Your SS Records
SSA-7010-U7	SSA-7010		Notice of Determination of FICA Wages
	SSA-7011		Statement of Employer
Obsolete	SSA-7012		Request for Information Contained in Director's Files
SSA-7013	OAR-7013		Statement Regarding Wages by Person Having Knowledge Thereof
SSA-7057 U3	SSA-7057		Request to IRS for Inspection or Copy of Tax Return
	SSA-7104		Partnership Questionnaire
SSA-7155-Fl4	SSA-7155		Domestic Service Questionnaire
	SSA-7156		Farm Self-Employment Questionnaire
	SSA-7156A		Farm Arrangement Questionnaire

<u>New Number</u>	<u>Old Number</u>	<u>Category 1</u>	<u>Title</u>
	SSA-7160		Employment Relationship Questionnaire
	SSA-7163		Questionnaire About Employment or Self-Employment Outside the U.S.
	SSA-7163A		Supplemental Statement Regarding Farming Activities of Person Living Outside the U.S.
	SSA-7201		Employer's Constructive Payment Questionnaire
	SSA-7202		Employee's Constructive Payment Questionnaire
	SSA-7203		Sick Pay and Plan or System Questionnaire
	SSA-7204		General Wage Questionnaire
	SSA-7207		Employee's Subject-to-Call Questionnaire
	SSA-7208		Employer's Subject-to-Call Questionnaire
	SSA-7210		Traveling Expense Questionnaire
	SSA-8000		Application for SSI (Couple)
	SSA-8001		Application for SSI (Individual)
SSA-8002-F4	SSA-8002		Application for SSI (Individual with Spouse)
	SSA-8010		Statement of Income and Resources
	SSA-8015		SSI Deeming Worksheet (Spouse to Spouse)
	SSA-8016		SSI Deeming Worksheet (Parent to Child)
	SSA-8025A		SSI Payment Decision
SSA-L8030-U2	SSA-8030A		SSI Notice of Disapproved Claim
	SSA-8040		SSI Application to be Selected Payee
SSA-L8050-U3	SSA-8050		SSI Referral Notice
	SSA-8060		Agreement to Sell Property
	SSA-8108		SSI Overpayment and Disposition Determination
SSA-8109-U2	SSA-8109		SSI Payment Computation Summary
	SSA-8110		SSI Manual One-Time Payment
	SSA-8114		Request for Payment of SSI Benefits Due
	SSA-8081		SSI Redetermination Review Form

Category 1

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>
SSA-L8151-U2	SSA-8151A	SSI Notice of Change
SSA-L8155-U2	SSA-8155A	SSI Notice of Planned Action
SSA-L8165-U2	SSA-8165A	SSI Notice of Decision
SSA-L8170-U2	SSA-8170A	Notice of Overpayment-Adjustment Proposed
SSA-L8171-U2	SSA-8171A	Notice of Overpayment-Refund Requested
	SSA-8173A	Notice of Disapproved Waiver-Adjustment Proposed
	SSA-8174A	Notice of Disapproved Waiver-Refund Requested
SSA-8190 C2	SSA-8190	Representative Payee Report for SSI
	SSA-8200	Statement of Determining Continuing Eligibility for SSI Payments
	SSA-8450	District Office Record of SSI Reconsideration Decision
SSA-L8455-U2	SSA-8455A	SSI Notice of Reconsideration
	SSA-8740	Referral and Treatment Status of SSI Drug Addicts or Alcoholics
	SSA-9585	Representative Payee Onsite Review Program (Beneficiary Information Report)

OTHER AGENCIES' FORMS

IRS-4137	Computation of Social Security Tax on Unreported Tip Income
VA Form 10-2339	Statement of Hospitalization or Outpatient Treatment
VA Form 10-2545	Report of Medical Examination for Disability Evaluation
VA Form 21-4182	Application for Dependency and Indemnity Compensation or Death Pension (Includes Accrued Benefits and Death Compensation Where Applicable) from the Veterans Administration

New Number

Old Number

Category 1

Title

OTHER DOCUMENTS

1. Certified copies of proofs, such as proof of birth, marriage and death, which are maintained by other government entities (State, local, Federal).

2. Medical evidence.

3. Appellate Decisions (claims folder copy of the reconsideration, hearing, and Appeals Council review).

Category 2 contains documents or their equivalents that are destroyed after receipt of output or completion of action. Exceptions are noted.

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
SSA-4500-U6	0AR-S30	Federal Determination of Error in State's Wage Reports	Destroy after output received/action completed.
	SSA-250	Development Worksheet	1. Destroy 6 months after completion of development. 2. If received in reviewing office, destroy upon completion of action.
SSA-3845	OAAD-299	Trial Work Period Tally Sheet	Destroy after output received/action completed.
Obsolete	SSA-449	BDI Request for DO and DDS Action on Reconsideration Case	Destroy after output received/action completed.
	SSA-450	Claims Input Data	Destroy 1 calendar month after receipt of acknowledgment from BDP.
	SSA-450A	ALSO Input Data	Destroy 1 calendar month after receipt of acknowledgment from BDP.
	SSA-450B	Subsequent Claims Input Short Form 450	Destroy 1 calendar month After receipt of acknowledgment from BDP.
	SSA-450C	Claims Input Data	Destroy 1 calendar month after receipt of acknowledgment from BDP.
Obsolete	SSA-504 and SSA-504B	DO Record of Claims Development Continuation Sheet	If received in reviewing office, destroy upon completion of action.
	HA-505	Transmittal by BHA	Destroy upon completion of action.
HA-5051-U3	HA-505.1	Transmittal of Hearing Decision or Dismissal	Destroy upon completion of action.
Obsolete	SSA-539	Authorization for Change in Name or Designation of Payee	Destroy after output received/action completed.
SSA-5390-U2	SSA-539A	Authorization for Change in Payee Designation or Coding	Destroy after output received/action completed.

<u>Category 2</u>			
<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
SSA-555-U3	SSA-555	Request for Action-Delayed Payment	Destroy after output received/action completed.
	SSA-559	Transmittal Slip for Claims Folders	Destroy after output received/action completed.
	SSA-567	Notice for Subsequent Handling	Destroy after output received/action completed.
SSA-569-U2 SSA-3598-U3	SSA-569 and SSA-569A	Claims Folder Requisition RSI Program Center Claims Folder Requisition	Destroy after output received/action completed.
	SSA-573	Special Instruction Notice	Destroy after output received/action completed.
	SSA-580	Interoffice Communication	Destroy after output received/action completed.
Obsolete	CO-0586	Transmittal Memo for Modifications	Destroy after output received/action completed.
SSA-591	SSA-591 and SSA-591BA	Incoming Correspondence Assignment Record	Destroy after output received/action completed.
	SSA-600EDP	Folder Requisition	Destroy upon receipt of folder.
	SSA-612NA and SSA-612PR (NA)	Report of New Information in Disability Cases	Destroy after output received/action completed.
Obsolete			
SSA-636-U3 SSA-3583-U2	SSA-636 and SSA-636BDI	Transmittal Notice-Hearing Case Transmittal Notice-Hearing Case- Disability	Destroy after output received/action completed.
SSA-641	CO-0641	Flag Notice	Destroy after output received/action completed.
Obsolete	SSA-650	Request for Certification of VA Payments	Destroy after output received/action completed.
	SSA-666	Adjustment in Trust Fund Accounts	Destroy after output received/action completed.
SSA-667	SSA-667B	Identification of Claims Material	Destroy after output received/action completed.
Obsolete	OA-C668(F)	Claimant's Report to Veterans Administration	Destroy after output received/action completed.
Obsolete	OA-C670	Request for Address of Military Personnel	Destroy after output received/action completed.

<u>New Number</u>	<u>Old Number</u>	<u>Category 2</u> <u>Title</u>	<u>Authorized Disposition</u>
	SSA-671	Railroad Employment Questionnaire	Destroy after output received/action completed.
Obsolete	SSA-L680	Extension of Filing Time Memorandum	Destroy after output received/action completed.
Obsolete	SSA-721	Statement of Death by Funeral Director	Destroy 3 months after receipt of source docu- ment, except as stated on page 28.*
Obsolete	SSA-725	Request for Suspension or Termination of Benefits	Destroy 3 months after last action.* <u>Exception:</u> Foreign annulment decrees will continue to be retained in accordance with existing policies and procedures.
SSA-735-TC	SSA-735	Notice of Missing Social Security Check	Destroy 45 days after receipt.
	SSA-746	Notice to Adjust Earnings Records	Destroy upon completion of action.
	SSA-L747	Letter Requesting Evidence of Current Year Self-Employment Income	Destroy after output received/action completed.
	SSA-748	Request for District Office Investigation of Annual Earnings	Destroy upon completion of action.
	SSA-777	Annual Report of Earnings- 1974	Destroy 3 months after last action.
	SSA-777PR		Destroy 3 months after last action.
SSA-777	SSA-777B		Destroy 3 months after last action.
Obsolete	SSA-777.1		Destroy 3 months after last action.
Obsolete	SSA-777.1PR		Destroy 3 months after last action.
Obsolete	SSA-777.2A		Destroy 3 months after last action.

*Posteligibility notices, which supplant the redetermination form and are themselves the basis for the redetermination decision, are to be retained in the same fashion as the redetermination form itself.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
Obsolete	SSA-777.3		Destroy 3 months after last action.
Obsolete	SSA-777.4		Destroy 3 months after last action.
Obsolete	SSA-777.4A		Destroy 3 months after last action.
Obsolete	SSA-777.5		Destroy 3 months after last action.
Obsolete	SSA-777.9		Destroy 3 months after last action.
Obsolete	SSA-777.9PR		Destroy 3 months after last action.
Obsolete	SSA-777.9A		Destroy 3 months after last action.
Obsolete	SSA-777.10		Destroy 3 months after last action.
SSA-79ORR	OA-C790(IDP)	Request for Earnings Record Action	Destroy upon adjudication of claim or completion of action.
SSA-822-U2	SSA-822	Notice of Subsequent Claim-Disability Determination Pending	Destroy after output received/action completed.
Obsolete	SSA-822A	Notice of Subsequent Claim-RRS Disability Determination Pending	Destroy after output received/action completed.
Obsolete	SSA-823	Request for Medical Evidence to Hospital or Institution	Destroy after disability determination is made.
SSA-827F	SSA-827	Authorization to Release Medical Information to the Social Security Administration	Destroy after disability determination is made.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
Obsolete	SSA-827A	Claimant's Authorization to Attending Physician	Destroy after disability determination is made.
	SSA-827B	General Authorization for Medical Information	Destroy after disability determination is made.
SSA-L-835A	SSA-L835	Request to Beneficiary for Continuing Disability Review	Destroy after output received/action completed.
Obsolete	OA-D840(IDP)	Request for Earnings Record-Disability	Destroy after adjudication of claim or completion of action.
Obsolete	SSA-848	Transmittal to SSA-BDI	Destroy after output received/action completed.
SSA-852	CO-852	Correspondence Search Record	Destroy after output received/action completed.
SSA-856	CO-856	DIB Case Folder Flag	Destroy after output received/action completed.
	SSA-862	Request for Earnings (Earnings Record Information)	Destroy after adjudication of claim or completion of action.
	SSA-865	Special Instruction Notice-Disability	Destroy after output received/action completed.
	CO-0961	Urgent Folder Request	Destroy after output received/action completed.
SSA-1022	CO-1022	Critical Case Control	" "
	CO-1043	Out of Area Route Slip	" "
SSA-1065-C1	CO-1065	Disk Data	" "
	SSA-1112	ROAR Transaction Coding Sheet	Destroy upon verification of acceptance in the ROAR system.
	SSA-1128	Attorney Representation Flag	Destroy upon completion of action.
	SSA-1153	ROAR Correction Coding Sheet	Destroy after output received/action completed.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Disposition Authority</u>
	SSA-1233RR	Report of SSA Claims Information (RRB Jurisdiction)	Destroy after output received/action completed.
SSA-1273-U5	SSA-1273	Request for Preferential Investigation	Destroy after output received/action completed.
	SSA-1321	Request for Microfilm Search	Destroy upon completion of action.
SSA-1383-SM SSA-1383-F SSA-1383-SM SSA-1383-SP-SM	SSA-1383 SSA-1383FC SSA-1383NA SSA-1383PR (NA)	Student Reporting Card	1. Where the SSA-1383 is used to report change in school, destroy it upon receipt of completed SSA-1372A. 2. All other events: Destroy after 3 months.
Obsolete	SSA-1387 SSA-1387A	Notice Concerning Child Beneficiary Who Will Soon Attain Age 18	Destroy immediately if undeliverable or returned by beneficiary.
	SSA-1388 INST	Information Regarding the Student's End-of-School Year Report	Destroy after 3 months.
SSA-1395-BK	SSA-1395	Receipt and Transmittal of Refund Payments-Premium Payments and Returned Benefit Checks	1. When used as transmittal for RSI, DI, or SSI refund, file in claims folder. Transfer to the FRC in accordance with claims folder disposition instructions. 2. When used as transmittal for Medicare premium remittance, retain in reviewing office holding file and destroy 6 months after receipt. 3. DO copies: Destroy 1 year after all actions on receipt book are completed.
Obsolete	SSA-1396	Information About Multiple Entitlement	Destroy upon completion of action.
SSA-1415-U3	SSA-1415	Request for Disability Folder and Transmittal	Destroy 1 month after acknowledgment from BDP.
	SSA-1418	Claims Control Data	Destroy 1 month after acknowledgment from BDP.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
SSA-1425-SM Obsolete SSA-1425-SM SP SSA-1425FC Obsolete	SSA-1425 SSA-1425NA SSA-1425PR(NA) SSA-1425(FC) SSA-1425FC(NA)	Reporting Card	Destroy 3 months after receipt of source document, except as stated on page 28. <u>Note:</u> Foreign annulment decrees will continue to be retained in accordance with existing policies and procedures.
	SSA-1428	Transmittal for Claims Folder and Notice of Computer Exception	Destroy after output received/action completed.
SSA-1445-SM Obsolete	SSA-1445 SSA-1445NA SSA-1445PR (NA)	Notice of New Mailing Address	Destroy after output received/action completed.
	SSA-1473	Request for RR Annuity Information	Destroy after output received/action completed.
	SSA-1476	Health Insurance Card	
HCFA-1490 Obsolete	SSA-1490 SSA-1508	Request for Medicare Payment Benefit Status Data Change Coding Sheet	Misrouted. Return to servicing DO. Destroy after output received/action completed.
HCFA-1533 HCFA-1533SM	SSA-1533 SSA-1533A	Part A and Part B Insurance Benefits	Misrouted. Return to servicing DO.
SSA-1535-U3	SSA-1535	Application for Search of Census Records for Proof of Age	Destroy upon completion of action.
	SSA-1540	End-of-School Year Semester Date Control	Destroy after output received/action completed.
Obsolete Obsolete Obsolete	SSA-1545 SSA-1545PR SSA-1545A	Notice of Premium Payment Due	Destroy 180 days after processing.
Obsolete Obsolete	SSA-1546 SSA-1546PR	Notice of Premium Payment Due -2nd Request	Destroy 180 days after processing.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
Obsolete Obsolete Obsolete	SSA-1547 SSA-1547PR SSA-1547A	Notice of Past Due Premium Payment	Destroy 180 days after processing.
Obsolete	SSA-1548	Notice of Premium Payment Due	Destroy after 30 days.
	SSA-1579	SMI Premium Cash Receipt	Destroy 6 months after microfilm has been accepted.
	SSA-1585	Notice of Medical Insurance Enrollment and Premium Deduction (Printed after 9/69)	If undeliverable to bene- ficiary or no notice to beneficiary required, immediate destruction authorized.
	SSA-1585A	Record of Medical Insurance	If undeliverable to beneficiary or no notice to beneficiary required, immediate destruction authorized.
	SSA-1592	SMI Premium Accounting Card	Destroy 180 days after processing.
Obsolete	SSA-1594	SMI Premium Deposit Journal	Destroy 6 months after microfilm has been accepted.
SSA-1625-SM	SSA-1625	Report by Person Entitled to Special Payments	Destroy after output received/action completed.
SSA-1625-SP	SSA-1625SP		
Obsolete Obsolete	SSA-1645 SSA-1645PR	Notice of Past Due Premium Payment	Destroy 180 days after processing.
	SSA-1719	PE Direct Input Document	Destroy 3 months after receipt of source document, except as stated on page 28.
SSA-1718	SSA-1719.1	Additional Postentitlement Direct Input (SALT)	Destroy 90 days after com- pletion of action.
SSA-1720	SSA-1719.2	Annual Report Direct Input	Destroy 90 days after com- pletion of action.
	SSA-1719B	SSI Posteligibility Data Input	Destroy 90 days after com- pletion of action.*
	SSA-1719C	SSI Posteligibility Data Input- Short Form	Destroy 90 days after com- pletion of action.

*Posteligibility notices, which supplant the redetermination form and are themselves the basis for the redetermination decision, are to be retained in the same fashion as the redetermination form itself.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
	SSA-1719NC	Nonreceipt Input	Destroy 90 days after completion of action.
	SSA-L1719	Death Notice Work Sheet	Destroy 3 months after receipt of source document, except as stated on page 28.
Obsolete	SSA-1746	Out of Area Route Slip (overprint)	Destroy upon completion of action.
SSA-4411	CO-1767	Dual Entitlement (flag)	Destroy upon completion of action.
	SSA-1778	HIMEX PSC Request Card	Forward to BDP upon receipt of output or completion of action.
Obsolete	CO-1791	BDP Summary E/R Request Sheet	Forward to BDP upon receipt of output or completion of action.
Obsolete SSA-3825	CO-1793 CO-1793A	Please Associate Material with Proper Folder and Forward to	Forward to BDP upon receipt of output or completion of action.
	SSA-1877	Request for Expedited Payment	Destroy upon completion of action.
	SSA-1878	Request for Microprint of Medical Insurance Enrollment Form	Destroy upon completion of action.
Obsolete	CO-1880	Pending Request for Review Under Section 218(s)	Destroy upon completion of action.
SSA-3654	CO-1932	Priority Folder Request	Destroy after output received/action completed.
	SSA-2051	Simultaneous Development Route Sheet	" "
	SSA-2079	Reviewing Office Authorization Claim	Destroy after output received/action completed.
Obsolete	SSA-2173	Claims Input	Destroy upon receipt of output.
Obsolete	CO-2262	Program Policy Folder Flag	Destroy after output received/action completed.
SSA-2339-U-3	SSA-2339	Request for Postentitlement Information	" "

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
	SSA-2379	Violations Case Closed by the SSA	Destroy after completion of U.S. Attorney's action.
SSA-3687	SSA-2417A	Determination of Benefit Rights Coding Sheet	Destroy after 3 months.
Obsolete	SSA-2495	Determination of Resumption of Award	Destroy upon receipt of SSA-107e output.
	SSA-2524	Account Data Change CIP A	Destroy after output received/action completed.
SSA-2708PC	SSA-2708	Come In Card	Destroy upon completion of action or after adjudication of claim.
	SSA-2738	Benefit Data Change Coding Sheet CIP D	Destroy after output received/action completed.
	SSA-2764	SALT Coding Sheet	Destroy after output received/action completed.
	SSA-3079	ROAR-Input Data	Destroy 90 days after completion of action.
	SSA-3137	Direct Input-Representative Payee	Destroy 90 days after completion of action.
	SSA-3164	Direct Deposit Direct Input SSADARS Transaction Code-DIR	Destroy 90 days after completion of action.
	SSA-3188	Nonreceipt of Check Direct Input	Destroy after 90 days.
	SSA-3263	Critical Case Direct Input	Destroy 90 days after completion of action.
	SSA-3293	CAPS Routing Form	Destroy after output received/action completed.
	SSA-5006	Progress Report/Transfer of Request	Destroy after output received/action completed.
SSA-L-5006-SP	SSA-L5006 SSA-L5006PR	General Purpose Letter Requesting Persons to Call Itinerant Office	Destroy upon completion of action.
	SSA-L5007	General Purpose Letter Requesting Person to Call at Itinerant Office	Destroy upon completion of action.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
SSA-L-1047	SSA-L5007T	General Purpose Letter Requesting Claimant to Visit Contact Station	Destroy upon completion of action or after adjudication of claim.
	SSA-L5009T	General Purpose Letter Requesting Claimant to Phone DO Between Selected Hours	Destroy upon completion of action or after adjudication of claim.
SSA-5015 U2	SSA-5015	Diary and Listing Slip	Destroy after output received/action completed.
SSA-3565	SSA-5015A	Request for Scouting	" "
SSA-3848-U2	SSA-5015B	Diary	" "
	SSA-5016	Scouting Request-Pending Claim	Destroy 3 months after receipt of acknowledgment from BDP.
SSA-L-5025 NC	SSA-L5025	Request for Earnings or Earnings Record Information	Destroy upon receipt of output or completion of action.
	SSA-5096	Claims Waiver Statistics Data Card	Destroy after output received/action completed.
	SSA-5106	Request for BDO Information	" "
	SSA-L7001	Request for New or Corrected Application	Destroy upon receipt of application.
SSA-L-7002	OAAN-7001.1	Short Form of SSA-L7001 Requesting Correction of Form SS-5	Destroy upon receipt of correction.
SSA-7008	OAR-7008	Request for Correction of Earnings Record	Destroy after output received/action completed.
	SSA-L7009	Form Letter from District Office to Applicant for SSN	Destroy upon receipt of information.
	SSA-7024	Wage Record Information Sheet	Destroy after output received/action completed.
Obsolete	SSA-L7047	Letter to Employee Whose Request for Duplication A/N has been Returned Marked "No Account in DAO"	Destroy upon completion of action.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
	SSA-7054	Earnings Discrepancy Memo to Division of Accounts	Destroy after output received/action completed.
	SSA-L7054	SSN Information for Incompletely or Incorrectly Reported Wage Items Reported by Employer	Destroy upon receipt of information.
	SSA-L7072	Notice to Consolidate Disability File with Current Claim	Destroy upon completion of action.
SSA-7161-C1	SSA-7162.1	Report to U.S. SSA by Person Receiving Benefits for a Child or for Incapable Adult	Destroy after output received/action completed.
	SSA-7166	Request for Additional Information on Continuing Eligibility of Beneficiary Outside the U.S.	Destroy upon receipt of information.
Obsolete	SSA-7167	Request for Additional Information on Continuing Eligibility of S.S. Beneficiary Outside the U.S.	Destroy upon receipt of information.
	SSA-8028	SSI Claims Control	Destroy after output received/action completed.
	SSA-8045 SSA-8045A	SSI Facility Information and Determination	Forward to reviewing office.
SSA-8080 TR	SSA-8080	SSI Claim Record Review Form	Destroy after output received/action completed.
Obsolete	SSA-8101	Emergency Advance Payment Authorization Voucher	1. Original copy retained by cashier. Destroy after 3 years. 2. Carbon copy: File in claims folder. Retain in accordance with claims folder disposition instructions.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
Obsolete	SSA-8102	Emergency Advance Receipt	1. Original copy retained by cashier. Destroy after 3 years. 2. Carbon copy: File in claims folder. Retain in accordance with claims folder disposition instructions.
	SSA-8106 SSA-8106A	SSI Payment Worksheet SSI Payment Amounts (Formerly SSA-8107)	1. <u>Servicing District/ Branch Office</u> a. Where the forms are used to estimate payment amount, destroy after systems input has been accomplished. If no systems input is required, destroy upon completion of interview. b. Where the forms have been used to establish payment amount, transfer to the reviewing office after systems input has been accomplished. 2. <u>Reviewing Office</u> File in claims folder. Retain in accordance with claims folder disposition instructions.
SSA-8150 SM	SSA-8150	Report of New Information in SSI Claims	Destroy after 3 months.*
Obsolete	SSA-8160	SSI Notice of Address Change	Destroy after 3 months.*
SSA-8175 U2	SSA-8175	State Agency Determination Input Data Sheet	Destroy after output received/action completed.
	SSA-8210	Request for SSI Online Query	Destroy after output received/action completed.

*Posteligibility notices, which supplant the redetermination form and are themselves the basis for the redetermination decision, are to be retained in the same fashion as the redetermination form itself.

Category 2

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>	<u>Authorized Disposition</u>
	SSA-8220	SSA/State SSI Information Exchange	Destroy after 3 months. <u>Exception:</u> If the State-submitted data is of substantive nature and essential in the redetermination decision, the SSA-8220 should be retained in the same fashion as the redetermination form itself.
Obsolete	SSA-9395	Notice About Incomplete Form	Destroy after output received/action completed.
Obsolete	SSA-9396	Special Notice	Destroy after output received/action completed.
	SSA-9656	Enforcement Summary Questionnaire	Destroy after output received/action completed.
<u>OTHER AGENCIES' FORMS</u>			
	SF-219	Certificate of Deposit	Destroy 6 months after microfilm has been accepted.
	SF-1199	Authorization for Deposit of Social Security Payments	Destroy 3 months after systems input and acceptance.

Exceptions for Destruction of Forms SSA-721, SSA-1425, SSA-1719, and SSA-11719

1. Nonproductive/nonbeneficiary notices of death will be sent to the Bureau of Data Processing for introduction into the quarterly earnings operations and be destroyed after processing.
2. Proof documents (or certified copies thereof) required in support of an initial or subsequent claim for benefits will be filed in the claims folder and disposed of in accordance with claims folder disposition instructions.
3. Foreign documents pertaining to these events will be filed in the claims folder and disposed of in accordance with claims folder disposition instructions.
4. Original certificate of adoption documents will be filed in the claims folder whenever their return to the persons submitting them is not possible.

Category 3 contains documents or their equivalents that are to be destroyed immediately.

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>
	SSA-9	Instructions on Required Proofs
HA-504-SM	HA-504	Appearance at Hearing
Obsolete	HA-504.1	Acknowledgment of Request to Testify at Hearing
SSA-506	HA-506	Request to Arrange Place for Hearings
Obsolete Obsolete	SSA-779 SSA-799PR	Your Duties as Representative Payee
	SSA-968	Violation Case Ledger Card (Development Record)
Obsolete	CO-0985	Suspected Violation Cases Closed Out When Received
	SSA-1421 SSA-1421SP	Rights and Responsibilities of Those Who Receive Special Payments
Obsolete	SSA-1423 SSA-1423SP	A Reminder to Applicants for Social Security Benefits
SSA-1424-EV	SSA-1424	Envelope for Reminder Notice
Obsolete	SSA-1665 SSA-1665 PR	Information to Representative Payees
	SSA-1895	If Your Check Does Not Arrive
	SSA-1896	If Your Regular Check is Late
	SSA-2118	Request for Information/Evidence
Obsolete	SSA-2192	Check Sheet for Review of DIB Claims
Obsolete	SSA-2894	Information to Representative Payees
	SSA-2895	Nursing Home Report on Use of Social Security Benefits
	SSA-L5005	Letter Acknowledging Misdirected Tax Return
	OA-R7014	Summary Statement of Earnings
	OA-R7014A	Insured Status Reply

Category 3

<u>New Number</u>	<u>Old Number</u>	<u>Title</u>
SSA-L7028	OAAAN-L7028	Letter Acknowledging Receipt of Form SS-5
Obsolete	SSA-L7208	Letter Acknowledging Receipt of Form SS-5
	SSA-8009	Requisition for SSI Information/Evidence

Other Agencies' Forms

IRS-843	Claim (To be Filed with the District Director Where Assessment was Made or Tax Paid)
---------	--