

Request for Records Disposition Authority

Records Schedule Number DAA-0047-2012-0001
Schedule Status Approved

Agency or Establishment Social Security Administration
Record Group / Scheduling Group Records of the Social Security Administration
Records Schedule applies to Major Subdivision
Major Subdivision Office of Facilities Management
Minor Subdivision Office of Protective Security Services
Schedule Subject Social Security Administration Surveillance Recordings
Internal agency concurrences will be provided Yes

Background Information Deputy Commissioner for Budget, Finance and Management - Office of Security and Emergency Preparedness - Office of Protective Security Services

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0047-2012-0001

Sequence Number	
1	Security Surveillance Recordings
1 1	Security Surveillance Recordings Disposition Authority Number DAA-0047-2012-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Security Surveillance Recordings This schedule provides authoritative instructions for the disposition of information contained in Social Security Administration (SSA) security surveillance recordings. It grants authority for the disposition of existing and future recordings. Surveillance recordings include the inside activities as well as outside activities of SSA Headquarters buildings, the National Computer Center, other outlying buildings, and SSA field and hearing offices.</p>
1 1	<p>Security Surveillance Recordings</p> <p>Disposition Authority Number DAA-0047-2012-0001-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-047-04-1</p> <p>Disposition Instruction</p> <p>Retention Period Delete/destroy recordings when 14 days old or when no longer needed for evidence or reference related to incidents or studies - whichever is later. Reuse media to create sequential recordings and destroy media when no longer usable.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>