

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-47-09-03	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received 9-21-2009	
1 FROM Social Security Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Earnings, Enumeration, and Administrative Systems		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Division of Annual Wage Reporting & Balancing			
4 NAME OF PERSON WITH WHOM TO CONFER Joyce Huber, SSA Records Officer	5 TELEPHONE NUMBER 410-597-1819 410-966-1704 (fax)	DATE 23 Aug 2011	ARCHIVIST OF THE UNITED STATES
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>5</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the Government Accountability Office (GAO), under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
DATE 9/15/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS Social Security Administration Records, the Earnings Recording and Self-Employment Income System Office of Origin: Deputy Commissioner for Systems Office of Earnings, Enumeration & Administrative Systems 3103 Operations Building 6401 Security Blvd Baltimore, MD 21235-6401 Scheduling Authority: Social Security Administration Deputy Commissioner for Budget, Finance, and Management Center for Records Management Joyce Huber, SSA Records Officer Room 1524 Annex Building 6401 Security Boulevard Baltimore, Maryland 21235-6401 410-597-1819	NC1-047-77-02 NC1-047-79-11 NC1-79-10 NC1-047-80-05 NC1-047-80-16 NN-174-019 N1-47-96-1	

I. Earnings Recording and Self-Employment Income System

This schedule provides authoritative instructions for the disposition of mission-related agency information contained in the *Earnings Recording and Self-Employment Income System* regardless of media. It grants authority for the disposition of existing and future earnings records. This includes records/files that relate to the receipt, verification, dispute and/or posting of wages under the Social Security Act.

Earnings Recording and Self-Employment Income System (1937 – present)

The Earnings Recording and Self-Employment Income System consists of a system of electronic records that contain information about individuals who have been issued a Social Security Number (SSN) and who may have earnings under Social Security. The records contain information about anyone requesting, reporting, changing, or inquiring about earnings information and are used as a primary working record file of all SSN holders. See 71 Fed. Reg. 1819 for additional details on other purposes for maintaining the system.

A. ~~Inputs~~

~~Source categories include SSN applicants, employers and self-employed individuals, the Department of Treasury, the Railroad Retirement Board, SSA's Master Beneficiary Record, correspondence, replies to correspondence, and earnings modifications resulting from SSA internal processes.~~

~~Disposition: Temporary. Delete/destroy when information is entered into the master file and verified.~~

GRS 20, item 2+3

B. ~~Outputs~~

~~Outputs include hardcopy printouts that are produced through the access of other systems that are authorized for the use of earnings and that receive earnings via an interface for use in SSA business. These include "Request for Certified Earnings Records", mailing of "Social Security Earnings Statements", display of earnings query information, and beneficiary entitlement determinations.~~

~~The system is also used as a means of providing historical account data of all activity on a particular wage earner's SSN. In addition, statistical figures are derived from the file for actuarial and management information purposes. Outputs of this type include management tracking reports, printed or online displays, summary reports, or other ad hoc outputs of the Earnings Recording and Self-Employment Income System. For a detailed description of uses, see 71 Fed. Reg. 1819-1822.~~

~~Disposition: Temporary. Destroy/delete when no longer needed for business purposes or after 3 years – whichever is later.~~

GRS 20, item 16

C. Master File

This master file is a record of earnings information reported by employers and self-employed individuals and is compiled and updated annually by SSA's Office of Systems. Significant data fields include Name & SSN, Sex, Date of Birth, Employer Identification Number, and wage amounts/postings as well as the year the wages were earned.

The uses of the master file include the following purposes:

- As a primary working record file of all SSN holders,
- As a quarterly record detail file to provide full data in wage investigation cases,
- To provide information for determining amount of benefits,
- To reinstate incorrectly or incompletely reported earnings items,
- To record the latest employer of a wage earner,
- For statistical studies,
- For identification of possible overpayments of benefits,
- For identification of individuals entitled to additional benefits,
- To provide information to employers/former employers for correcting or reconstructing earnings records and for Social Security tax purposes,
- To provide workers and self-employed individuals with earnings statements or quarters of coverage statements,
- To provide information to SSA's Office of the Inspector General for auditing benefit payments under Social Security programs,
- To provide information to the National Institute for Occupational Safety and Health for epidemiological research studies required by the Occupational Health and Safety Act of 1974,
- To assist SSA in responding to general inquiries about Social Security, including earnings or adjustments to earnings, and in preparing responses to subsequent inquiries,
- To make assignments of responsibility for paying premiums and to perform other functions under the Coal Industry Retiree Health Benefit Act of 1992,
- To issue certificates of coverage forms for United States citizens and residents who qualify for a foreign coverage exemption under the terms of a Social Security agreement between the United States and another country, and,
- To respond to inquiries concerning a worker's Social Security coverage status from an appropriate agency in a country which has a Social Security agreement with the United States.

Disposition: Temporary.

Delete/destroy the Earnings Recording and Self-Employment Income System record on an individual's SSN 300 years after the number holder's date of birth.

Guidance

The following are examples where claims will be maintained beyond the scheduled period for destruction:

1 Fraud, Abuse or Misuse -- All earnings records where possible fraud, abuse or misuse have been identified or are involved in investigations of fraud, abuse or misuse will not be destroyed until the Office of the Inspector General provides approval to release such protection

2 Court Cases -- All earnings records involved in pending court cases or class actions will be protected from destruction until completion of all the legal actions and the Office of the General Counsel provides approval to release such protection