


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-47-88-2</b>	DATE RECEIVED <b>11-17-87</b>
1 FROM (Agency or establishment) <u>Health &amp; Human Services</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION <u>Social Security Administration</u>			
3 MINOR SUBDIVISION <u>Office of Central Operations</u>			
4 NAME OF PERSON WITH WHOM TO CONFER  <b>Vivian F. Holmes</b>	5 TELEPHONE EXT <b>FTS 625-2595</b>	DATE <b>7/3/88</b>	ARCHIVIST OF THE UNITED STATES 

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 -4- page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached ~~transferring to GAO~~

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>11/10/87</b> <del>11/7/87</del> IC	C. SIGNATURE OF AGENCY REPRESENTATIVE  <b>Dr. George Deal</b>	D TITLE <b>Department Records Management Officer</b>
--	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<u>Title II and Title XVI Claims Material</u>		
1.	<b>A.</b> Retirement & Survivors Insurance & <sup>B.</sup> Disability Insurance (Title II) Claims Folders	N1-47-83-3	
2.	Supplemental Security Income (Title XVI) Claims Folders	N1-47-85-3	
3.	Medical Evidence	N1-47-85-4	

1. A, Retirement & Survivors Insurance & <sup>B.</sup> Disability Insurance (Title II) Claims Folders ✓

These claims folders contain all correspondence and other pertinent material accumulated in the process of adjudicating the claim. The award or disallowance determination forms, certain supporting proofs, and other records depicting payment history of the claim are filed on the left side of the folder. The claims application, other proofs, correspondence, and related documents are filed on the right side of the folder.

Disability insurance claims folders also contain documentation of the disability determination and continuing disability determination reviews and supporting medical evidence.

Claims are considered active if they are being adjudicated, are in the process of or are subject to appeal or litigation, or are in a payment status. Claims are inactive if they have been denied (disallowed) or terminated and all appeals periods have expired.

Proposed Disposition

Destroy five (5) years after the event date the inactive claim was denied (disallowed) or terminated. Federal records center storage of inactive claims is authorized.

2. Supplemental Security Income (Title XVI) Claims Folders ✓

These claims folders contain all pertinent material accumulated in the adjudication of a claim for SSI payments. Included are the initial claims application and supporting documentation, award or denial notices, pertinent redetermination documents, certain payment history forms, and related material.

Claims are considered active if they are being adjudicated, are in the process of or are subject to appeal or litigation, or are in a payment or suspended payment status. Claims are inactive if they have been denied or terminated and all appeals periods have expired. Claims with unresolved overpayments are so coded and not selected by the case control system for destruction.

Proposed Disposition

Destroy one (1) year after the event date the inactive claim was denied or terminated.

3. Medical Evidence

These are documents filed in the Disability Insurance (Title II) claims folders. They consist of medical evaluation records, continuing disability reviews, transcripts of disability hearings, and other disability evidence. Not included for disposition as medical evidence is the application for disability insurance benefits.

Proposed Disposition

a. Claimant/beneficiary has attained age 59 years or older at date of allowance/continuance and has "medical improvement possible" diary:

Remove from claims folder and destroy.

b. Claimant/beneficiary has attained age 57 years or older at date of allowance/continuance and has "medical improvement not expected" diary:

Remove from claims folder and destroy.

c. Claimant has attained age 65 years and the case has been converted from disability to retirement insurance benefits:

Remove from claims folder and destroy.

d. Claimant has been continued in pay status after a continuing disability review:

Remove from claims folder and destroy all medical evidence used to document the determination(s) prior to the current comparison point decision.

Notes:

1. Do not destroy any claims folders or documents which are needed for litigation, including class actions, or for outstanding fraud investigation.

2. Do not remove and destroy medical evidence until all quality assurance activities are completed.

3. Do not remove and destroy medical evidence pertaining to cases with outstanding overpayments. The disposition authority for terminated Title II claims with inactive overpayments and collections is N1-47-86-02.

4. These disposition instructions apply only to hard copy claims documentation. Transaction and payment histories are maintained indefinitely on SSA's electronic data bases (Master Beneficiary Record for Title II and Supplemental Security Record for Title XVI) pending development of separate machine readable records disposition schedules.

