

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rev 11-17-74

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

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

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Office of Systems

4 NAME OF PERSON WITH WHOM TO CONFER
Ernest P. Lardieri

5. TEL EXT
594-5770

LEAVE BLANK	
JOB NO NCI-47-79-12	
DATE RECEIVED 03 JUL 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 10-30-80	Archivist of the United States <i>[Signature]</i>

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 5 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 6/28/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Dep. Dir. Mgmt. Affairs
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>Machine-Readable Systems of Records</u> <u>Maintained by Office of Systems</u> (Formerly Bureau of Data Processing Components)		
1.	 Master Beneficiary Record (MBR) A machine-readable system of records containing information on all social security beneficiaries currently entitled to receive retirement, survivors, disability, and special minimum social security benefits. The MBR also contains information for beneficiaries whose entitlement has been terminated; for claimants whose claims have been denied or terminated; and interface records for all health insurance and supplemental security income recipients. The MBR is updated monthly and contains records from 1962 to the present. Master beneficiary information for each individual may include social security number, primary insurance amount (insured) or quarters of coverage required and earned (uninsured), insured status, benefit computation, use of military or retirement credits, effective date of onset of disability for disability cases, date and proof of death for death cases, name and address of payee, servicing district office, date of birth, sex, race, benefit payment status, date of 		<i>Submitted separately in NCI-47-80-13.</i> 10 items

*All changes concurred in by Charlotte White night of SSA. (SD) 10/2/80
Closed out: 11-4-80: X.T.D. Copy Sent to NNB & NNR*

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:

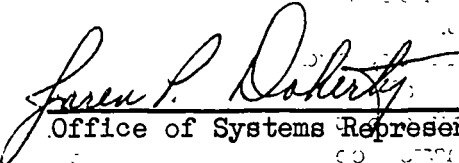
If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

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


Office of Systems Representative

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	<p>entitlement, enrollment data on health or supplementary medical insurance provisions of the Social Security Act, annual report of earnings, representative payee data, and chronological payment listing for each beneficiary.</p> <p>Erase and return to blank stock 120 days after update.</p>		
2.	<p><u>Black Lung Payment System</u></p> <p>A machine-readable system of records containing master payment and benefit information on all SSA-administered black lung beneficiaries currently entitled to receive a black lung benefit and on terminated beneficiaries. Black lung payment system records are updated daily and contain records in social security number sequence dating from 1969 to the present. Information on the system consists of social security number; payment identification code; payment data such as monthly payment, scheduled payment amount, payee name and address, direct deposit data and statistical information; and beneficiary data such as beneficiary name, type of benefit, date of birth, race, sex, dates of filing and entitlement and representative payee information.</p> <p>Erase and return to stock 45 days after update.</p>		
3.	<p><u>Health Insurance Master Beneficiary Record</u></p> <p>A master record of all health insurance beneficiaries, maintained on magnetic tape at SSA headquarters, used to carry out tasks of enrollment, query and reply, and health insurance bill and payment record processing. It is updated daily and indexed by health insurance claim number. The master record contains information on enrollment, entitlement, Part A (hospital insurance), and Part B (supplementary medical insurance) utilization query and reply activity, health insurance bill, and payment record processing. Records date from 1966 to present.</p> <p>Erase and return to blank stock 20 days after update.</p>		
4.	<p><u>Health Insurance Provider Master Record</u></p> <p>A master record, on magnetic tape, listing each hospital, skilled nursing facility, home health agency, outpatient physical therapist, and renal provider of service,</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>participating in the Medicare program. Records are in sequence by intermediary number and provider number. Records are updated monthly and date from July 1966 to present.</p> <p>Erase and return to blank stock 998 days after update.</p>		
5.	<p><u>Group Health Plan System - Master File</u></p> <p>A master enrollment file, in machine-readable form, of all enrollees in prepayment health insurance plans, such as group prepayment plans and health maintenance organizations. Records are indexed by health insurance claim number and date from July 1966 to present. The system is updated monthly and contains membership information and information on health insurance entitlement and supplementary medical insurance entitlement.</p> <p>Erase and return to blank stock 60 days after update.</p>		
6.	<p><u>Third Party Master File</u></p> <p>A master file, on magnetic tape, of health insurance and supplementary medical insurance beneficiaries whose premiums are paid by third parties (States, agencies, private organizations, Civil Service Commission, etc.). The records are in health insurance claim number sequence and are updated monthly. They date from July 1966 to present and include such information as claim number, beneficiary identification code, name, sex, date of birth, third party identification, and billing and payment history.</p> <p>Erase and return to blank stock 90 days after update.</p>		
7.	<p><u>Health Insurance General Enrollment Period File</u></p> <p>A record, on magnetic tape, for each individual who is eligible to enroll in supplementary medical insurance during the general enrollment period. The file is in sequence by health insurance claim number and is updated annually. Records date from January of the current year. Information in each record consists of claim number, (date of birth, name, address, hospital insurance enrollment and termination information, and any previous supplementary medical insurance enrollment and termination information.</p> <p>Erase and return to blank stock ^{2 years}190 days after update.</p>	of	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8.	<p>Earnings Record and Self-Employment Income System</p> <p>A master file containing a summary of earnings for all individuals, including self-employed, who pay social security taxes. The records are updated quarterly* and are in social security number sequence. Earnings information dates from 1977 to present. The system contains records of all social security number holders; their name, date of birth, sex, race, a summary of their yearly earnings, quarters of coverage, special employment codes (i.e., self-employment, military, agriculture, and railroad); benefit status, and employer identification (beginning in 1979).</p> <p>Erase and return to blank stock 270 days after update.</p> <p>*Beginning in 1979, earnings information will be reported by employers annually, rather than quarterly. The master summary file will then be updated on an annual basis.</p>		
9.	<p><u>Supplemental Security Income Record</u></p> <p>A master file, on magnetic tape, containing information for each aged, blind, or disabled individual who has applied for supplemental security income payments. The master record contains all data related to recipient identity, status, eligibility and payment history required to support automatic payment processing; generation of notices, alerts, exception and rejects; and to update and support other processing requiring basic supplemental security income recipient data. The records are updated daily and are maintained in social security number sequence. Records in the file date from 1973 to present.</p> <p>Master tapes are generally retained for 1 year before erasure and returned to stock. However, those master tapes for the final month of each quarter (i.e., March, June, September, and December) have been retained since the beginning of the Supplemental Security Income (SSI) program in 1974. These tapes are needed for audit purposes by the General Accounting Office, HEW Audit Agency, and States because they contain the most accessible and comprehensive source of payment data for periods still subject to audit. There continues to be outstanding overpayment cases and unresolved State conversion cases (individuals receiving State welfare payments who were converted to the SSI program) as well as other unresolved payment cases which must be reconciled with the automated systems.</p>		

*Submitted
separately on
NC 1-4780-13.*

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>A. <u>Master Tapes for the Final Month of Each Quarter</u></p> <p>Disposal not authorized at this time. Reevaluate in 1 year <i>and submit SF 115, Request for Records Disposition Authority, upon completion of reevaluation.</i></p> <p>B. <u>All Other Master Tapes</u></p> <p>Erase and return to blank stock 365 days after update.</p>		