

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO
NC1-47-81-15

1. FROM (AGENCY OR ESTABLISHMENT)
HHS

DATE RECEIVED
June 26, 1981

2. MAJOR SUBDIVISION
SSA

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION
Office of Central Operations

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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

5. TEL. EXT.
594-5770

2-25-82 *[Signature]*
Date 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 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
6/18/81

D. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
Dr. George E. Deal

E. TITLE
Department Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p align="center"><u>Miscellaneous Machine Readable Records</u></p> <p><u>Disability Annual Statistics - Continuous Disability History Sample</u></p> <p>A stratified 25 percent sample of persons who filed for social security disabled workers benefits after 1966. The file is maintained on magnetic tape and is augmented by year of sample selections, one reel per year. The annual sample is about 130,000 persons. The basic data are personal characteristics, allowance/denial, legal bases, medical diagnosis, onset date; payment history--worker and family payments after 1967, reason for termination; and annual earnings after 1956.</p> <p>Input information is obtained from Form 831, Disability Determination and Transmittal.</p> <p>Output information is used for research and statistical studies. Example of these studies is characteristics of Social Security Disability Beneficiary 1975.</p> <p><u>Disposition</u></p> <p>a. Form 831 or its equivalent. Transfer to SSA Records Holding area after input actions are completed. Retain</p>	17 items	

Closed Out: 3-1-82: [Signature]

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	<p>in holding area for 1 year and transfer to the FRC for 3 years' retention. Destroy after a total 4 years retention <u>after all input actions</u>. Must be retained until there is no question of being needed to supplement the sample.</p> <p>b. <u>Magnetic Tape</u> - Permanent. Offer duplicate tape to the National Archives when tape is created. Erase original tape and return to blank stock when administrative value ceases.</p> <p>c. <u>Studies and publications</u></p> <p>(1) <u>Record Copy</u></p> <p>Permanent. Offer to the National Archives 10 years after date of publication. <i>See item 7.</i></p> <p>(2) <u>Other copies</u></p> <p>Destroy when administrative value ceases.</p> <p>a. <u>Social Security Beneficiaries Residing Abroad (BRAMN)</u></p> <p>Selected benefit and demographic data on all social security beneficiaries residing abroad who are in current pay or suspense status. Includes benefit status amounts; entitlement data; citizenship information. Information is extracted from the master beneficiary record (MBR) and coded on Form SSA-403, Data Coding Sheet--Beneficiaries Residing Abroad Records, or its equivalent and created annually and maintained on magnetic tape.</p> <p>Output consists of statistical tables used for research and statistical studies. Example of tables include number of beneficiaries residing abroad, country of birth, country of citizenship, how long in the United States, and when they left.</p> <p><u>Disposition</u></p> <p>a. <u>Form SSA-403-Data Coding Sheet</u> - Destroy after coding actions are completed and verified.</p> <p>b. <u>Magnetic Tape</u></p> <p>Permanent. Offer duplicate tape to the National Archives when tape is created. Erase original tape and return to blank stock when 2 years old or when administrative value ceases, whichever is later.</p>		

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<p><i>c.</i> <u>Studies and Publications</u></p> <p>Permanent. Offer to the National Archives 10 years after publication. <i>See item 2.</i></p> <p>3. <u>Program Integrity Management Information and Control System (Fraud Cases)</u></p> <p>A system containing information about the Supplemental Security Income (SSI) recipient suspected of criminal violations involving the SSI program. Information is generated on Form SSA-8550, Integrity System Input, which is transmitted to central office. The system is maintained by name of the recipient and/or suspect and records the development of all fraud actions against SSA. The system provides management with a means of assuring timely processing of cases. Output records consist of statistical analysis reports which are used to evaluate the effort for deterring, detecting and dealing with fraud. The record also shows overpayments and money recovered. The record is closed by disposition of case.</p> <p><u>Disposition</u></p> <p>a. <u>Form SSA-8550 or its Equivalent</u></p> <p>File in case control folder. Retain in accordance with program integrity folder disposition (NARS Job NC 47-76-11, item IIIa.)</p> <p>b. <u>Machine Readable File</u></p> <p>Permanent. Offer to NARS 180 days after updated.</p> <p>c. <u>Printouts</u></p> <p>Destroy printout upon receipt of subsequent comparable printout or when no longer needed for reference, whichever is longer.</p> <p>4. <u>Quality Evaluation Data Records</u></p> <p>Essentially two systems of records relating to Title XVI (SSI) and Title II (RSI and DI) used for a sampling report showing monthly results of the State disability determination review. The records are maintained in ascending SSN sequence, showing demographic, diagnostic and other types of</p>			

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5.	<p>data generated as a result of State actions on a disability or SSI claim. A new sample period is compiled every 6 months. Input documents, consisting of Forms 2934, RSI/DI Quality Review Data Input and SSA-8500, SSI Quality Review Data Input, are generated in the field and put in the quality assurance case folder and retained in accordance with case folders disposition instructions.</p> <p><u>Disposition</u></p> <p>a. <u>Input Forms</u> - File in the quality assurance case files and retain in accordance with disposition instructions (Form 8500, SSI Quality Review Data Input, NCI-47-79 and Form 2934, RSI/DI Quality Review Data Input, NC-47-80-2.)</p> <p>b. <u>Machine Readable Records</u> <u>Permanent.</u> When all data is input into the file and the sample record is closed, produce new tape and offer to National Archives and Records Service. Erase agency's copies when administrative value ceases.</p> <p>c. <u>Computer Output Reports</u> Previously scheduled, NCI-47-76-25, item IIc.</p> <p><u>Family Benefit File</u> A sample (2½% Retirement; 4% Survivor; 5% Disability) of all beneficiaries who appear on the master beneficiary record (MBR) during the current year. New file is created each year. These files are used to produce tables, some of which are published in the Annual Statistical Supplement. (Unpublished tables are kept on site for future reference purposes.) Records are maintained on magnetic tape. Information for each individual record consists of demographic characteristics such as age, sex, race, State.</p> <p><u>Disposition</u></p> <p>a. <u>Magnetic Tapes.</u> Permanent. Offer to the National Archives when 2 years old.</p>		

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b.	<p><u>Output</u></p> <p>(1) Publications.</p> <p>Permanent. Offer a record copy to the National Archives 10 years after publication date. See Item 7.</p> <p>(a) <u>Nonpublished tables</u></p> <p>Destroy when 2 years old.</p>		
6.	<p><u>State Data Exchange System</u></p> <p>A magnetic tape system of records provided to the State Agency by SSA containing data obtained from the Supplemental Security Income Record (SSI) (tape to tape transfer). The file contains eligibility and payment information for individuals who have applied for SSI payments and also receive State supplementation. Tape is updated 3 or 4 times weekly. SSA maintains tape copy only.</p> <p><u>Disposition</u></p> <p>Permanent. Offer last tape update of each calendar year to the National Archives 90 days after update. Erase and return to stock all other tapes created during the calendar year 90 days after update.</p>		
7.	<p>Publications and studies resulting from surveys described in Items 1c, 2c, and 5 b above.</p> <p>a. Publications and studies distributed by GPO and/or printed before 1980.</p> <p>Permanent. Offer to NARS 10 years after publication.</p> <p>b. Publications and reports distributed by GPO and/or printed after 1979.</p> <p>Destroy when administrative value ceases.</p> <p>c. Publications and reports not printed or distributed by GPO.</p> <p>Permanent. Offer to NARS 10 years after publication.</p>		