

78 Jul 82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-47-82-12
DATE RECEIVED	July 28, 1982
NOTIFICATION TO AGENCY	
I am in accordance with the provisions of 36 U.S.C. 3303a the disposal request including amendments is approved except for terms that may be changed. Disposal not approved or withdrawn in column 10	
Date	9-21-82
Archivist of the United States	<i>[Signature]</i>

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20409

1 FROM (AGENCY OR ESTABLISHMENT)
Health and Human Services

2 MAJOR SUBDIVISION
Social Security Administration

3 MINOR SUBDIVISION
Office of Assessment

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

5 TEL EXT
934-5770

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 3 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 7/23/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Dr. George E. Deal	E TITLE Department Records Management Officer
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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 SCHEUDLE</u>		
	<u>OA Data Input Files</u>		
	1. <u>Supplemental Security Income (SSI)</u>		
	Form SSA-8500, Quality (Review) Data Input, or its equivalent. The form is used to key data from SSI case reviews into an electronic data processing system updating the Quality Review Data Base. Also included are associated processing reports which consist of turnaround documents acknowledging receipt of the data, Transmission Validation Reports (TVRs) acknowledging acceptance of the data and Edit Error Reports (EERs) indicating rejection of the data. The SSA-8500s are associated with pertinent EERs and/or TVRs and retained in the Quality Assurance (QA) case folders.	NC-47-76-11 (also: NC1-47-79-5 NC1-47-80-2 NC1-47-81-15)	
	<u>Disposition</u>		
	1. <u>Turnaround Documentation</u> : Destroy after receipt of pertinent TVR or EER.		
	2. <u>SSA-8500, TVRs and EERs</u> : Destroy in accordance with QA case folder disposition instructions (Section II., Item A).		
		9 items	

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 a condition of items that are authorized for disposal. Items without a date approved for disposal will be so marked. Each set of records for Component General Conference must be completed by notification of disposal from SAO.

Specific Instructions

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on this set and should list on the name of the Department independent of the title of the series and minor divisions.

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 material that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively, e.g., 1b, etc., under the general series entry.

A statement should be provided showing when a 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 years, in months, etc., or in units of future years or events. A future event may be used to determine the retention period, such as "effective 1/1/84." 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 adequate substitutes for the paper records." Also, the provisions of FPMR (41 CFR) 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.

Ernest Lardieri
SSA Records Officer

7/20/82
Date

✓ Martin Mettee, OA, AMS
OA Representative

7/15/82
Date

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
2

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>2. <u>Disability Insurance (DI)</u></p> <p>a. Form SSA-3094, Quality Assurance Review, or its equivalents. This form is used to gather and report data on both Title II and Title XVI DI cases selected for Pre-effectuation review, QA review and consistency review.</p> <p><u>Disposition</u></p> <p>(1) <u>Original</u> - Destroy after data entry and verification of data entry.</p> <p>(2) <u>Carbon copy</u></p> <p>a. <u>Error Free Cases</u> (Those claims where DAB agrees with Disability Determination Service's (DDS') decision): File in the DI case folder and retain in accordance with authorized retention instructions for DI case folders.</p> <p>b. <u>Error Cases</u> (Those claims where DAB disagrees with DDS' decision): Retain in the appropriate DAB. Destroy 6 months after final resolution of the case, i.e., 6 months after completion of all rebuttal activity and/or completion of results form SSA-4724 or SSA-4730.</p> <p>b. Form SSA-4730, Pre-effectuation Results and its equivalents. This form is used to record and report results of disagreement between DAB and DDS as to the correct decision on a disability case. The original is used by central office (CO) for data entry; the copy is retained by DAB if needed by CO for verification.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Disposition</u></p> <p>(1) <u>Original</u> - Retain for verification purposes for 6 months after data has been entered, then destroy.</p> <p>(2) <u>Carbon copy</u> - Destroy when 6 months old.</p> <p>c. Form SSA-4724, CDI(PER) Results, and its equivalents are used for recording and reporting data on Preeffectuation Review (PER) and Quality Assurance Review (QAR) <u>continuing</u> DI cases reviewed in ODO and the DAB's, respectively. The information is tabulated manually and, therefore, the original must be retained longer than the forms cited in a. and b. for verification. The original is retained in OA and the copy is retained in ODO, if a PER case, or in the DAB, if a QA case.</p> <p><u>Disposition</u></p> <p>(1) <u>Original</u> - Destroy 6 months after tabulation.</p> <p>(2) <u>Copy</u> - Destroy when 6 months old.</p>		