

Request for Records Disposition Authority

Records Schedule Number DAA-0047-2012-0001

Schedule Status Approved

Agency or Establishment Social Security Administration

Record Group / Scheduling Group Records of the Social Security Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Facilities Management

Minor Subdivision Office of Protective Security Services

Schedule Subject Social Security Administration Surveillance Recordings

Internal agency concurrences will be provided Yes

Background Information Deputy Commissioner for Budget, Finance and Management - Office of Security and Emergency Preparedness - Office of Protective Security Services

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0047-2012-0001

| Sequence Number | |
|-----------------|--|
| 1 | Security Surveillance Recordings |
| 1 1 | Security Surveillance Recordings Disposition Authority Number DAA-0047-2012-0001-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Security Surveillance Recordings This schedule provides authoritative instructions for the disposition of information contained in Social Security Administration (SSA) security surveillance recordings. It grants authority for the disposition of existing and future recordings. Surveillance recordings include the inside activities as well as outside activities of SSA Headquarters buildings, the National Computer Center, other outlying buildings, and SSA field and hearing offices.</p> |
| 1 1 | <p>Security Surveillance Recordings</p> <p>Disposition Authority Number DAA-0047-2012-0001-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-047-04-1</p> <p>Disposition Instruction</p> <p>Retention Period Delete/destroy recordings when 14 days old or when no longer needed for evidence or reference related to incidents or studies - whichever is later. Reuse media to create sequential recordings and destroy media when no longer usable.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

| Date | Action | By | Title | Organization |
|-------------|------------------------|------------------|--------------------------------|--|
| 11/22/2011 | Certify | Joyce Huber | Records Officer | Budget and Financial Management - Office of Document Management |
| 01/18/2012 | Submit for Concurrency | Sean Curry | Senior Records Analyst | National Archives and Records Administration - Agency Services |
| 01/24/2012 | Concur | Margaret Hawkins | Appraiser | National Records Management Program - Records Management Services |
| 01/26/2012 | Concur | Laurence Brewer | for | National Archives and Records Administration - Records Management Services |
| 01/27/2012 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |