

Request for Records Disposition Authority

Records Schedule Number **DAA-0047-2012-0002**
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 Retirement and Disability Policy (ORDP)**
Minor Subdivision **Office of PolicyNet and Program Support (OPPS)**
Schedule Subject **Policy and Procedural Instructions for the Office of PolicyNet and
Program Support**

Internal agency concurrences will
be provided **Yes**

Background Information **Social Security Administration Office of Retirement and Disability
Policy (ORDP)
Office of PolicyNet and Program Support (OPPS)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	4	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0047-2012-0002

Sequence Number	
1	Policy, Regulations, and Program Directives Records
1.1	I National Issuances Disposition Authority Number DAA-0047-2012-0002-0001
1.2	II National Issuance Background Files Disposition Authority Number DAA-0047-2012-0002-0002
1.3	III National Program Circulars Disposition Authority Number DAA-0047-2012-0002-0003
1.4	IV Regional Program Circulars and Issuances Disposition Authority Number DAA-0047-2012-0002-0004

Records Schedule Items

Sequence Number	
1	<p>Policy, Regulations, and Program Directives Records</p> <p>This schedule provides authoritative instructions for the disposition of agency information located in the Office of Retirement and Disability Policy (ORDP), Office of PolicyNet (OPPS) regardless of media. It grants authority for the disposition of existing and future Office of Retirement and Disability Policy, Office of PolicyNet records such as SSA policy, regulations, program directives, and other formal policy and procedural issuances - wherever located in the agency. Portions of the issuances may contain sensitive instructions that necessitate withholding the information from the public.</p>
1.1	<p>I National Issuances</p> <p>Disposition Authority Number DAA-0047-2012-0002-0001</p> <p>Files include instructional manuals, directives, and other formal policy and procedural issuances prepared by SSA relating to Social Security programs regardless of media. These include, but are not limited to, the final agency copy of the issuance, along with the Transmittal Cover Sheet and approval forms, when applicable, for Program Operations Manual System (POMS), Teleservice Center Operating Guide (TSCOG), Operations Bulletins, Modernized Systems Operations Manual (MSOM), Hearings, Appeals and Litigation Law (HALLEX) Manual, Administrative Messages (AMs), Emergency Messages (EMs), Management Support Specialists (MSS) Messages, Claims Manual, Postentitlement Manual, Mail and Direct Input Manual, Black Lung Payment Manual, Disability Operating Manual, Desk Manual for Claims Clericals, Law and Regulations, Rulings and Acquisitions, SSA Handbook, PolicyNet, Q&A (PolicyNet), Administrative Instructions Manual System (AIMS), and their equivalents. This includes all historical copies/issuances regardless of media.</p> <p>Final Disposition Permanent</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? No</p> <p>GRS or Superseded Authority Citation NC-47-75-3, Item IIA , IIB, SVIII A , XIV A & B NC-47-75-7, Item XI A NC-47-76-6, Item A NC1-47-76-25, I B NC1-47-77-16, Item 1A, 1b, 4(1), 4a(2), 4A(b) NC1-47-78-12, Item 4G NC1-47-78-20, Item 1 D , 1 E NC1-47-78-21, Item II B NC1-47-80-7, Item 1 A, 1 B</p>

Disposition Instruction

If this item has multiple sections indicate here records to which this section apply

Office Responsible for Issuance

Cutoff Instruction

Cut off at the end of the fiscal year in which records are superseded or discontinued

Transfer to the National Archives for Accessioning

Transfer electronic records to NARA (according to acceptable standards at the time) immediately after cutoff Transfer all other records to NARA in 5 year blocks 15 years after cutoff of most recent records

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown

When records are superseded, discontinued or no longer needed for reference

How frequently will your agency transfer these records to the National Archives?

Every 12 Months

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II National Issuance Background Files

Disposition Authority Number **DAA-0047-2012-0002-0002**

Records accumulated in the preparation, clearance, issuance or interpretation of national issuances, instructional manuals and comparable materials regardless of media Included are studies, Intercomponent Review Draft (IRD), electronic Intercomponent Review Draft (eIRD) copies, comments and dispositions (i.e., clearance comments, concurrences), recommendations and similar records that provide a basis for issuance or contribute to the content of the issuance This includes all historical copies and issuances regardless of media

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

If this item has multiple sections indicate here records to which this section apply

Office Responsible for Preparation and Final Approval

Cutoff Instruction	Cut off at the end of the fiscal year in which records are superseded or discontinued
Transfer to the National Archives for Accessioning	Transfer electronic records to NARA (according to acceptable standards at the time) immediately after cutoff Transfer all other records to NARA in 5 year blocks 15 years after cutoff of most recent records

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown When superseded, discontinued or when no longer needed for reference
How frequently will your agency transfer these records to the National Archives?	Every 12 Months

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III National Program Circulars

Disposition Authority Number DAA-0047-2012-0002-0003

Circulars issued in paper format containing information pertaining to new developments in SSA administered programs, correspondence and backgrounds material, alerts of cyclical occurrences, reminder items to field offices and program components, and similar data, including background information

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Cutoff Instruction	Cut off at the end of the fiscal year in which the records are superseded or discontinued
Transfer to the National Archives for Accessioning	Transfer electronic records to NARA (according to acceptable standards at the time) immediately after cutoff Transfer all other records to NARA in 5 year blocks 15 years after cutoff of most recent records

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown
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When superseded, discontinued, or when no longer needed for reference
Every 12 Months
How frequently will your agency transfer these records to the National Archives?

IV Regional Program Circulars and Issuances

Disposition Authority Number **DAA-0047-2012-0002-0004**

All paper and electronic issuances and program circulars published by program service centers and regional offices, including background issuance materials

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

If this item has multiple sections indicate here records to which this section apply **Office Responsible for Preparation and Final Approval**

Cutoff Instruction **Cut off at the end of the fiscal year in which records are superseded or discontinued**

Transfer to the National Archives for Accessioning **Transfer electronic records to NARA (according to acceptable standards at the time) immediately after cutoff Transfer all other records to NARA in 5 year blocks 15 years after cutoff of most recent records**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
When superseded, discontinued or when no longer needed for reference**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

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
06/05/2012	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
06/06/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/07/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist