

Request for Records Disposition Authority

Records Schedule Number **DAA-0047-2012-0004**
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 **Deputy Commissioner for Systems**
Minor Subdivision **Office of Earnings, Enumerations, and Administrative Systems**
Schedule Subject **Social Security Administration Unified Measurement System/
Managerial Cost Accountability (SUMS/MCAS)**

Internal agency concurrences will be provided **Yes**

Background Information

Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

Outline of Records Schedule Items for DAA-0047-2012-0004

| Sequence Number | |
|-----------------|---|
| 1 | The Business Intelligence (BI) Architecture, SSA Unified Measurement System (S UMS) and Managerial Cost Accountability System (MCAS) Files |
| 1 1 | B1 Architecture and SUMS/MCAS Master Files |
| 1 1 1 | 1 Data Source Extract Records Disposition Authority Number DAA-0047-2012-0004-0006 |
| 1 1 2 | 2 Management Information (MI) and Transactional Detail Records Disposition Authority Number DAA-0047-2012-0004-0005 |
| 1 1 3 | 3 Summary Records and Corresponding Active Detail Records Disposition Authority Number DAA-0047-2012-0004-0002 |
| 1 1 4 | 4 Reference Data Records Disposition Authority Number DAA-0047-2012-0004-0003 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>The Business Intelligence (BI) Architecture, SSA Unified Measurement System (SUMS) and Managerial Cost Accountability System (MCAS) Files</p> <p>Summary The mission of SSA's Business Intelligence (BI) Architecture, SSA Unified Measurement System (SUMS) and Managerial Cost Accountability System (MCAS) effort is to improve the quality, consistency and access to information used by managers and analysts throughout SSA to manage work and account for resources SSA's BI Architecture is the infrastructure of multiple databases and reporting applications which enable efficient access to detail and summary management information SUMS/MCAS provides access to information needed to meet changing business requirements, support process reviews and comply with government standards for cost accountability The SUMS/MCAS vision is to capture, count and measure all work consistently, regardless of where the work is performed Productivity information that is valid at the local office level will be provided SUMS/MCAS will provide managers with user-friendly access to expanded information that supports their need for analysis, monitoring customer service, resource allocation, and strategic decision-making MCAS will satisfy government-wide cost accountability regulations, provide full costs for SSA programs down to the office level and support strategic decision-making The SUMS/MCAS Business Plan identified four interrelated initiatives that address the business needs described above * Workload Counts and Performance Measures * Customer Service Record * Time Allocation * Managerial Accountability SUMS provides detailed information at the local area regional, and national levels This data is relied on for a variety of strategic and operational decisions SUMS data integrity provides a base line level of knowledge to all levels of agency management for accurate decision making about resource allocation and staffing SUMS data provides provides managers with the discrete data necessary to effectively manage and provide proper oversight to staff This allows them to monitor costs associated with core business processes As an example, the Appeals ODS is used to generate reports about the Agency Hearings workload MCAS supports program integrity and helps prevent waste and abuse MCAS facilitates management of finances and assets by providing SSA managers and outside reviewers at all organizational locations and levels critical information MCAS assembles and processes a wide variety of information into a modern managerial accountability system It produces a wide range of performance, management, and financial data that SSA decision-makers require to make informed financial and management decisions and plans Note The Summary Records and Corresponding Active Detail Records and References Data Records are currently not records-managed All records are stored in the established ODS and the established data warehouse SUMS/MCAS is identified as a System of Record (SOR), Social Security Administration Unified Measurement System/ Managerial Cost Accountability System (SUMS/MCAS), 60-0371 and has a</p> |

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| | documented Privacy Impact Assessment (PIA) and Unique project identifier 016-00-01-01-01-2035-00 |
| 1 1 | B1 Architecture and SUMS/MCAS Master Files |
| 1 1 1 | 1 Data Source Extract Records |
| | Disposition Authority Number DAA-0047-2012-0004-0006 |
| | These records are housed in the BI Architecture and are used to move information from one system to another Data Source Extract records are used to load downstream systems and verify and validate accuracy, completeness and timeliness The Data Source Extract Records are currently records-managed |
| | Final Disposition Temporary |
| | 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? Yes |
| | Do any of the records covered by this item exist as structured electronic data? Yes |
| | GRS or Superseded Authority Citation NC-047-75-007/8/A/1 |
| | Disposition Instruction |
| | Retention Period Destroy two years after creation, or when no longer needed for Agency business, whichever is later |
| | Additional Information |
| | GAO Approval Not Required |
| 1 1 2 | 2 Management Information (MI) and Transactional Detail Records |
| | Disposition Authority Number DAA-0047-2012-0004-0005 |
| | These records are housed in the BI Architecture and used to provide tactical workload management The Transactional Detail and ODS databases are currently records-managed |
| | Final Disposition Temporary |
| | 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? Yes |

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| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | GRS or Superseded Authority Citation | NC-047-75-007/8/A/1 |
| | Disposition Instruction | |
| | Retention Period | Delete/destroy three years after the end of fiscal year in which the data were closed or when the agency determines that they are no longer needed for administrative, legal, audit, or other evaluation, planning, or operational purposes whichever is later |
| | Additional Information | |
| | GAO Approval | Not Required |
| 113 | 3 Summary Records and Corresponding Active Detail Records | |
| | Disposition Authority Number | DAA-0047-2012-0004-0002 |
| | These records are housed in the BI Architecture and contain summarized and aggregate information created by combining data elements or observations. The active detail records are required to build to summary records and provide an audit trail of summary back to detail records. These records are used for program evaluation, workload management, budget and analysis and trending. | |
| | Final Disposition | Temporary |
| | 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? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | GRS or Superseded Authority Citation | NC-047-75-007/8/A/1 |
| | Disposition Instruction | |
| | Retention Period | Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other evaluation, planning or operational purposes |
| | Additional Information | |
| | GAO Approval | Not Required |

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4 Reference Data Records

Disposition Authority Number **DAA-0047-2012-0004-0003**

This data is housed in reference tables within the BI Architecture Reference data provides common information used throughout SSA and standardizes code structures and code usage of SSA business and policy with approved values Reference data allows multiple applications to interface with each other using the same values

Final Disposition **Temporary**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **NC-047-75-007/8/A/1**

Disposition Instruction

Retention Period **Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other evaluation, planning or operational purposes**

Additional Information

GAO Approval **Not Required**

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 |
|------------|------------------------|------------------|---|--|
| 04/16/2012 | Certify | Joyce Huber | Records Officer | Budget and Financial Management - Office of Document Management |
| 07/26/2012 | Submit for Concurrency | Lisa Roberson | Appraiser | National Archives and Records Administration - Records Management Services |
| 07/26/2012 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 07/30/2012 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 08/01/2012 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |