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: 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

<table>
<thead>
<tr>
<th>Number of Total Disposition Items</th>
<th>Number of Permanent Disposition Items</th>
<th>Number of Temporary Disposition Items</th>
<th>Number of Withdrawn Disposition Items</th>
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GAO Approval
Outline of Records Schedule Items for DAA-0047-2012-0004

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Business Intelligence (BI) Architecture, SSA Unified Measurement System (SUMS) and Managerial Cost Accountability System (MCAS) Files</td>
</tr>
<tr>
<td>1 1</td>
<td>B1 Architecture and SUMS/MCAS Master Files</td>
</tr>
<tr>
<td>1 1 1</td>
<td>1 Data Source Extract Records Disposition Authority Number DAA-0047-2012-0004-0006</td>
</tr>
<tr>
<td>1 1 2</td>
<td>2 Management Information (MI) and Transactional Detail Records Disposition Authority Number DAA-0047-2012-0004-0005</td>
</tr>
<tr>
<td>1 1 3</td>
<td>3 Summary Records and Corresponding Active Detail Records Disposition Authority Number DAA-0047-2012-0004-0002</td>
</tr>
<tr>
<td>1 1 4</td>
<td>4 Reference Data Records Disposition Authority Number DAA-0047-2012-0004-0003</td>
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Records Schedule Items

<table>
<thead>
<tr>
<th>Sequence Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Business Intelligence (BI) Architecture, SSA Unified Measurement System (SUMS) and Managerial Cost Accountability System (MCAS) Files Summary</td>
</tr>
</tbody>
</table>

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 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...
documented Privacy Impact Assessment (PIA) and Unique project identifier 016-00-01-01-01-2035-00

B1 Architecture and SUMS/MCAS Master Files

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 email 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: Destroy two years after creation, or when no longer needed for Agency business, whichever is later

Additional Information:

GAO Approval: Not Required

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 email 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 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

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
### 4 Reference Data Records

<table>
<thead>
<tr>
<th>Disposition Authority Number</th>
<th>DAA-0047-2012-0004-0003</th>
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</table>

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.

<table>
<thead>
<tr>
<th>Final Disposition</th>
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<tbody>
<tr>
<td>Item Status</td>
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<tr>
<td>Is this item media neutral?</td>
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<tr>
<td>Do any of the records covered by this item exist as structured electronic data?</td>
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</tr>
<tr>
<td>GRS or Superseded Authority Citation</td>
<td>NC-047-75-007/8/A/1</td>
</tr>
</tbody>
</table>

**Disposition Instruction**

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

**Retention Period**

**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

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>By</th>
<th>Title</th>
<th>Organization</th>
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<tbody>
<tr>
<td>04/16/2012</td>
<td>Certify</td>
<td>Joyce Huber</td>
<td>Records Officer</td>
<td>Budget and Financial Management - Office of Document Management</td>
</tr>
<tr>
<td>07/26/2012</td>
<td>Submit for Concur rence</td>
<td>Lisa Roberson</td>
<td>Appraiser</td>
<td>National Archives and Records Administration - Records Management Services</td>
</tr>
<tr>
<td>07/26/2012</td>
<td>Concur</td>
<td>Margaret Hawkins</td>
<td>Director of Records Management Services</td>
<td>National Records Management Program - Records Management Services</td>
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<tr>
<td>07/30/2012</td>
<td>Concur</td>
<td>Laurence Brewer</td>
<td>Director, National Records Management Program</td>
<td>National Archives and Records Administration - National Records Management Program</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>Approve</td>
<td>David Fernero</td>
<td>Archivist of the United States</td>
<td>Office of the Archivist - Office of the Archivist</td>
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