

Request for Records Disposition Authority

Records Schedule Number **DAA-0047-2012-0005**
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 Legislation and Congressional Affairs**
Schedule Subject **Social Security Administration Office of Legislation and Congressional Affairs Files**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	5	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0047-2012-0005

Sequence Number	
1	Office of Legislation and Congressional Affairs Records
1.1	Program Staff Correspondence Files Disposition Authority Number: DAA-0047-2012-0005-0001
1.2	Correspondence, Casework, and Member Visit Control Logs Disposition Authority Number: DAA-0047-2012-0005-0002
1.3	Legislative Referral Memoranda (LRM) Disposition Authority Number: DAA-0047-2012-0005-0003
1.4	Program Analysis (PA) Files (or Equivalent) Disposition Authority Number: DAA-0047-2012-0005-0004
1.5	Staff Working Files Disposition Authority Number: DAA-0047-2012-0005-0005
1.6	Legislative Language Files - Legislative Packages Approved by Agency Head Disposition Authority Number: DAA-0047-2012-0005-0006
1.7	Legislative Language Files - Legislative Proposals Pending Approval by Agency Head Disposition Authority Number: DAA-0047-2012-0005-0007
1.8	Descriptions of Legislation - Legislative Bulletins Disposition Authority Number: DAA-0047-2012-0005-0008
1.9	Descriptions of Legislation - Files relating to Social Security bills in Congress Disposition Authority Number: DAA-0047-2012-0005-0009
1.10	Description of Legislation - Files relating to Social Security proposals under consideration by Congress but not introduced, including any analyses, cost estimates, and technical comments. Disposition Authority Number: DAA-0047-2012-0005-0010
1.11	Descriptions of Legislation - Historical collections relating to Social Security bills passed by Congress and enacted into law. Disposition Authority Number: DAA-0047-2012-0005-0011
1.12	Testimony Disposition Authority Number: DAA-0047-2012-0005-0012
1.13	Hearings Preparation Materials (including background books) Disposition Authority Number: DAA-0047-2012-0005-0013
1.14	Transcripts Disposition Authority Number: DAA-0047-2012-0005-0014
1.15	Questions for the Record Disposition Authority Number: DAA-0047-2012-0005-0015

Records Schedule Items

Sequence Number	
1	<p>Office of Legislation and Congressional Affairs Records This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.</p>
1.1	<p>Program Staff Correspondence Files Disposition Authority Number DAA-0047-2012-0005-0001</p> <p>Records of outgoing correspondence and associated background material (copies of incoming material, comments, drafts, etc.)</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? No</p> <p>GRS or Superseded Authority Citation NC-047-76-009/A.1 NC-047-76-009/A.2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of the calendar year</p> <p>Retention Period Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Correspondence, Casework, and Member Visit Control Logs Disposition Authority Number DAA-0047-2012-0005-0002</p> <p>Logs reflecting the assignment and disposition of incoming controlled correspondence and casework. Logs also may reflect date and time of visits of SSA staff to offices of Members of Congress and/or congressional staff.</p>

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?	No
GRS or Superseded Authority Citation	NC-047-76-009/B
Disposition Instruction	
Cutoff Instruction	End of the fiscal year
Retention Period	Retain for a maximum of two years after cutoff.

Additional Information

GAO Approval	Not Required
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1.3

Legislative Referral Memoranda (LRM)

Disposition Authority Number	DAA-0047-2012-0005-0003
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Agency responses to OMB requests for agency views in accordance with OMB Circular A-19. LRMs originate from the Office of Management and Budget (OMB) and are used to coordinate the interagency review and clearance of material prior to its submission to Congress.

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?	No
Disposition Instruction	
Cutoff Instruction	End of the calendar year
Retention Period	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.

1.4	Additional Information	
	GAO Approval	Not Required
	Program Analysis (PA) Files (or Equivalent)	
	Disposition Authority Number	DAA-0047-2012-0005-0004
	Files covering the ongoing review and analysis of the effectiveness of present Social Security programs and in planning ways and means for improving those programs. The files are retained by subject matter category and include copies of memorandums and bill reports, position papers, fact sheets, studies, plans, proposals and comments. The files also include Congressional Member information and documentation on Social Security positions and program-related data.	
	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?	No
	GRS or Superseded Authority Citation	NC-047-76-009/C NC-047-76-009/I.2 NC-047-76-009/J
	Disposition Instruction	
	Cutoff Instruction	End of the calendar year
	Retention Period	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.5	Staff Working Files	
	Disposition Authority Number	DAA-0047-2012-0005-0005
	Records considered non-essential working documents or protocols that support the work of the office, and maintained primarily for staff members' reference.	
	Final Disposition	Temporary
	Item Status	Active

1.6	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?	No
	GRS or Superseded Authority Citation	NC-047-76-009/D
	Disposition Instruction	
	Cutoff Instruction	End of the calendar year
	Retention Period	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Legislative Language Files - Legislative Packages Approved by Agency Head	
	Disposition Authority Number	DAA-0047-2012-0005-0006
	Proposals for changes in Social Security laws (and related material) as developed by the Agency in accordance with OMB Circular A-19, approved by agency head and transmitted to OMB and Congress for consideration. Documents may contain proposed legislative language, provision summaries, supporting statements, alternative proposals, and other 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?	Yes	
Do any of the records covered by this item exist as structured electronic data?	No	
Disposition Instruction		
Cutoff Instruction	End of the fiscal year	
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff	

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unable to determine the date span of the initial transfer of records to the National Archives.

How frequently will your agency transfer these records to the National Archives? Every 30 Years

1.7

Legislative Language Files - Legislative Proposals Pending Approval by Agency Head

Disposition Authority Number DAA-0047-2012-0005-0007

Proposals and related material for changes in Social Security laws as developed by the agency in accordance with OMB Circular A-19. Documents may contain proposed legislative language, supporting statements, alternative proposals and other information. Clearance comments are also included in these files.

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? No

Disposition Instruction

Cutoff Instruction End of the fiscal year

Retention Period Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.

Additional Information

GAO Approval Not Required

1.8

Descriptions of Legislation - Legislative Bulletins

Disposition Authority Number DAA-0047-2012-0005-0008

Summaries of legislation affecting Social Security programs that have received some action in Congress. Development of bulletins is subject to the significance of the legislation to Social Security programs and/or legislative action taken by Congress.

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction End of the even calendar year

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unable to determine the date span of the initial transfer of records to the National Archives.

How frequently will your agency transfer these records to the National Archives? Every 30 Years

1.9

Descriptions of Legislation - Files relating to Social Security bills in Congress

Disposition Authority Number DAA-0047-2012-0005-0009

Description of bills introduced, moving, or passed in Congress pertaining to Social Security or related programs. Materials may include associated background material such as analyses, cost estimates, and technical comments.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

1.10	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?	No
	GRS or Superseded Authority Citation	NC-047-76-009/G/2
	Disposition Instruction	
	Cutoff Instruction	End of the even calendar year
	Retention Period	Review files biennially and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Description of Legislation - Files relating to Social Security proposals under consideration by Congress but not introduced, including any analyses, cost estimates, and technical comments.	
	Disposition Authority Number	DAA-0047-2012-0005-0010
	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?	No
	GRS or Superseded Authority Citation	NC-047-76-009/G/2
	Disposition Instruction	
	Cutoff Instruction	End of the calendar year
Retention Period	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	
Additional Information		

	GAO Approval	Not Required
1.11	Descriptions of Legislation - Historical collections relating to Social Security bills passed by Congress and enacted into law.	
	Disposition Authority Number	DAA-0047-2012-0005-0011
	Collections that document the developments of significant legislation enacted into law pertaining to Social Security or related programs. Files include associated background material such as earlier versions of legislation, hearing reports, Congressional statements, and legislative bulletins. Documents may be stored electronically or bound into hardcover books.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	NC-047-76-009/G/1
	Disposition Instruction	
	Cutoff Instruction	End of the even calendar year
	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cut-off
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unable to determine the date span of the initial transfer of records to the National Archives.
	How frequently will your agency transfer these records to the National Archives?	Every 30 Years
1.12	Testimony	
	Disposition Authority Number	DAA-0047-2012-0005-0012

Formal statements by Agency officials called to testify before Congressional hearings. Statements are submitted to the Congressional committee as part of the hearing record and address bills or issues relating to Social Security programs.

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction End of the calendar year

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cut-off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unable to determine the date span of the initial transfer of records to the National Archives.

How frequently will your agency transfer these records to the National Archives? Every 30 Years

1.13

Hearings Preparation Materials (including background books)

Disposition Authority Number DAA-0047-2012-0005-0013

Copies of draft testimony, oral statements, and related materials pertaining to hearings before Congressional committees in which an SSA witness testifies on bills or issues relating to Social Security programs. Materials are prepared for use by SSA officials testifying and answering questions before Congressional committees. The materials include background and statistics on the legislation or issue, an analysis of the implications on Social Security programs, and background and program-related information on Members of the relevant Congressional Committees. Final versions of the background books generally contain the version of testimony submitted to Congress for the hearing.

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?	No
GRS or Superseded Authority Citation	NC-047-76-009/F NC-047-76-009/K
Disposition Instruction	
Cutoff Instruction	End of the calendar year
Retention Period	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
Additional Information	
GAO Approval	Not Required
Transcripts	
Disposition Authority Number	DAA-0047-2012-0005-0014
Record-keeping versions of transcripts and related materials pertaining to hearings before Congressional committees in which an SSA witness testified on bills or issues relating to Social Security programs. We would consider the hearing transcript of a Congressional Committee, and transcript edits that we provide upon request, as record-keeping versions.	
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?	No
GRS or Superseded Authority Citation	NC-047-76-009/I/1

1.14

1.15

Disposition Instruction

Cutoff Instruction

End of the calendar year

Retention Period

Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.

Additional Information

GAO Approval

Not Required

Questions for the Record

Disposition Authority Number

DAA-0047-2012-0005-0015

Formal questions submitted after a hearing to the Agency witness for response to be included in the Committee's record of the hearing proceedings.

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?

Yes

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

No

Disposition Instruction

Cutoff Instruction

End of the calendar year

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cut-off

Additional Information

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

Unknown

Unable to determine the date span of the initial transfer of records to the National Archives.

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

Every 30 Years

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
06/04/2012	Certify	Joyce Huber	Records Officer	Budget and Financial Management - Office of Document Management
09/24/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
09/10/2014	Submit For Certification	Regina Martin	Acting Records Officer	DCBFQM - RMALS
09/10/2014	Certify	Regina Martin	Acting Records Officer	DCBFQM - RMALS
12/22/2014	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
01/15/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/15/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/16/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Old Authority	Records Series	Series Description	Disposition	Cutoff	Disposition Instructions	Status	Superseded By	Records Series	Series Description	Disposition	Cutoff	Disposition Instructions	RMS Comments - 12/19/2013 Meeting	OLCA Concurrency?	RMS Comments - 1/7/2014 Meeting	OLCA Comments	RMS Comments - 4/30/2014 Meeting
NC-47-76-9/A.1	Correspondence Files - Control Clerk Files	Copies of outgoing correspondence and associated background material (copies of incoming material, comments, drafts, etc.).	Temporary		Destroy after 2 years	Superseded	DAA-0047-2012-005-0001	Program Staff Correspondence Files	Records of outgoing correspondence and associated background material (copies of incoming material, comments, drafts, etc.)	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.		Yes			
NC-47-76-9/A.2	Correspondence Files - Program Division Files	Copies of outgoing correspondence and associated background material (copies of incoming material, comments, drafts, etc.).	Temporary		Destroy after 1 year, except that correspondence having precedential value may be associated with program analysis files (from C, below) and retained in accordance therewith.	Superseded								Yes			
NC-47-76-9/B	Correspondence Control Logs	Logs reflecting the assignment and disposition of incoming controlled correspondence.	Temporary		Close out at the end of the calendar year and destroy 1 year thereafter.	Superseded	DAA-0047-2012-005-0002	Correspondence, Casework, and Member Visit Control Logs	Logs reflecting the assignment and disposition of incoming controlled correspondence and casework. Logs also may reflect date and time of visits of SSA staff to offices of Members of Congress and/or congressional staff.	Temporary	End of the fiscal year	Retain for a maximum of 2 years after cutoff.		Yes			
NC-47-76-9/C	Program Analysis Files	Files accumulated in the ongoing review and analysis of the effectiveness of present social security program and in planning ways and means for improving those programs. The files are created by subject matter category and include copies of memorandums and bill reports, position papers, studies, plans, proposals, and comments.	Temporary		Review files annually and destroy material which does not have continuing relevance.	Superseded	DAA-0047-2012-005-0004	Program Analysis (PA) Files (or Equivalent)	Files covering the ongoing review and analysis of the effectiveness of present Social Security programs and in planning ways and means for improving those programs. The files are created by subject matter category and include copies of memorandums and bill reports, position papers, fact sheets, studies, plans, proposals and comments. The files also include Congressional Member information and documentation on Social Security positions and program-related data.	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.		Yes	We might also expand the series description to replace the last sentence with "The files also include hearing documents on Social Security issues and Congressional Member information on Social Security positions and program-related data."		
NC-47-76-9/D	Working Files	Nonessential working papers retained by staff members for reference purposes.	Temporary		Destroy after 2 years or when no longer needed for reference.	Superseded	DAA-0047-2012-005-0005	Staff Working Files	Records considered non-essential working documents or photocopies that support the work of the office, and maintained primarily for staff members' reference.	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.		Yes			
NC-47-76-9/E	Legislative Language and Specifications Files	Retained copies of proposals for changes in the social security law and related material. The documents contain proposed legislative language, supporting statements, alternative proposals, and other information. Included in the files are related clearance comments.	Temporary		Review files annually and destroy material which does not have continuing relevance.	Superseded	DAA-0047-2012-005-0020	Legislative-Proposals-Approved-by-Agency-Head-and-Transmitted-to-GMS In accordance with GMS Circular A-18. Documents may contain proposed legislative language, supporting statements, alternative proposals and other information. Clearance comments are also included in these files.	Permanent	End of the fiscal year	Transfer electronic records to the National Archives and Records Administration 5 years after cutoff. Transfer to the National Archives 20 years after cutoff.	Regina questioned the "End of the even calendar year" cutoff. Was there discussion about changing this to read "End of the calendar year"?	No. Legislative Bulletins should be a new disposition authority. This should be replaced by DAA-0047-2012-005-0021.	Per correspondence with Anthony Chaves, NC-47-76-9/E is now superseded by DAA-0047-2012-005-0021 and DAA-0047-2012-005-0021 into one records series. I don't think this is possible because DAA-0047-2012-005-0020 is scheduled as permanent and DAA-0047-2012-005-0021 is scheduled as temporary. We need to discuss this further.			
							DAA-0047-2012-005-0021	Legislative Language Files - Legislative Proposals Pending Approval by Agency Head	Temporary	End of the fiscal year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.						
NC-47-76-9/F	Background Books	Binders containing material prepared for use by SSA and OIG/OT officials in testifying before Congressional committees on a given piece of legislation or issue. The material provides background information on the legislation or issue and an analysis of the implications for social security programs.	Permanent		Transfer to the Legislative Reference Office (LRO) Library after 3 years. Offer to the National Archives 13 years thereafter.	Superseded	DAA-0047-2012-005-0013	Hearings Preparation Materials (Including background books)	Copies of draft testimony, oral statements, and related materials prepared by SSA before Congressional committees in which an SSA witness testifies on bills or issues relating to Social Security programs. Materials are prepared for use by SSA officials testifying and answering questions before Congressional committees. The materials include background and statistics on the legislation or issue, an analysis of the implications on Social Security programs, and background and program-related information on Members of the relevant Congressional Committees. Final versions of the background books generally contain the version of testimony submitted to Congress for the hearing.	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	Yes			Antony to remove "transcripts". The testimony is the permanent record - this information is used to assist with the testimony.	

NC-47-76-9/G.1	Bill Files - Bound Volumes	Copies of bills introduced in Congress pertaining to social security or related programs and associated background material. Included are copies of any introductory remarks by members of Congress, bill reports, analyses and cost estimates, committee reports, and similar documents. Documents relating to bills upon which Congressional action is taken are retained in bound volumes.	Permanent		Transfer to the LRO Library after 2 years. Offer to the National Archives when no longer needed for reference.	Superseded	DAA-0047-2012-0005-0009	Descriptions of Legislation - Historical collections relating to Social Security bills passed by Congress and enacted into law.	Collections that document the development of significant legislation enacted into law pertaining to Social Security or related programs. Files include associated background material such as earlier versions of legislation, hearing reports, Congressional statements, and legislative bulletins. Documents may be stored electronically or bound into hardcover books.	Permanent	End of the even calendar year	Transfer electronic records to the National Archives for pre-coactioning 5 years after cutoff. Transfer to the National Archives 30 years after cutoff.	Regie questioned the "End of the even calendar year" cutoff. Was there discussion about changing this to read "End of the calendar year"?	Concur with row as is. Our records show Regie sent our RRS package to NARA for processing, which included even calendar year cutoff.		Anthony to modify series description language.	
NC-47-76-9/G.2	Bill Files - Other Documents	Copies of bills introduced in Congress pertaining to social security or related programs and associated background material. Included are copies of any introductory remarks by members of Congress, bill reports, analyses and cost estimates, committee reports, and similar documents. Documents relating to bills upon which Congressional action is taken are retained in bound volumes.	Temporary		Close out file when new Congress is seated and destroy 2 years thereafter.	Superseded	DAA-0047-2012-0005-0010	Descriptions of Legislation - Files relating to Social Security bills in Congress.	Description of bills introduced, moving, or passed in Congress pertaining to Social Security or related programs. Materials may include associated background material such as analyses, cost estimates, and technical comments.	Temporary	End of the even calendar year	Review files biennially and destroy material that does not have continuing reference. Retain for a maximum of 20 years after cutoff.	Based on the description in NC-47-76-9/G.2, DAA-0047-2012-0005-0022 would not supersede this authority since NC-47-76-9/G.2 is referring to "copies of bills introduced in Congress...". DAA-0047-2012-0005-0010 refers to bills introduced in Congress. DAA-0047-2012-0005-0022 is referring to "proposals under consideration by Congress but not introduced. Regie questioned the "End of the even calendar year" cutoff. Was there discussion about changing this to read "End of the calendar year"? Also, if the cutoff changes, would the disposition instructions read "Review files annually" instead of "biennially"?	Concur with row as is. Could also justify that "other documents" would also include DAA-0047-2012-0005-0022. Our records show Regie sent our RRS package to NARA for processing, which included even calendar year cutoff.		Reef up series description to include bills enacted but not significant to SSA mission, etc.	
							DAA-0047-2012-0005-0033										
NC-47-76-9/H.1	Congressional Bills File System Records - Coding Sheets used to enter data into the system, including Forms CD-2234, S, Co-Sponsor and Similar Bill Record; CD-2235, H.R. Co-Sponsor and Similar Bill Record; CD-2236, H.R. Header and Description Record; and CD-2237, S. Header and Description Record.	The Congressional Bills File System is an automated system containing data on social security-related bills, such as bill number, sponsor, co-sponsor, subject matter and other descriptive information. The system is used to monitor the progress of bills through Congress and for other management information purposes.	Temporary		Destroy after date have been entered into the system and verified as accurate.	Obsolete	GRS-203-a-4	Input/output records - Hand-copy documents - Other than those covered by items 2(a)(1)-(3)	Hand-copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hand-copy forms used for data input as well as hand-copy documents that are scanned into an electronic recordkeeping system (for correspondence reports, still pictures, maps, etc.).	Temporary		Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or public purposes or to support the continuation of operations based on the electronic records, or (applicable to permanent records only) 60 days after NARA has provided the notification required by 26 CFR 1228.2(a)(1), whichever is later.	Don't understand the superseding record series information.	Anthony Chavez indicated that NC-47-76-9/H.1-H.4 are obsolete records series.			
NC-47-76-9/H.2	Congressional Bills File System Records - Monthly system output, including chronological listings, subject matter listings, and author listings.	The Congressional Bills File System is an automated system containing data on social security-related bills, such as bill number, sponsor, co-sponsor, subject matter and other descriptive information. The system is used to monitor the progress of bills through Congress and for other management information purposes.	Temporary		Destroy upon receipt of updated listing.	Obsolete							Is this an active or obsolete records series or do these records now fit under a different records series in the DAA-0047-2012-0005 records schedule?	Obsolete.			
NC-47-76-9/H.3	Congressional Bills File System Records - Final system output (listings) providing summary data on social security-related legislative activity for a given Congress. The listings are prepared when a new Congress is seated. They are retained in bound volumes.	The Congressional Bills File System is an automated system containing data on social security-related bills, such as bill number, sponsor, co-sponsor, subject matter and other descriptive information. The system is used to monitor the progress of bills through Congress and for other management information purposes.	Permanent		Transfer to the LRO Library after 2 years. Offer to the National Archives 25 years thereafter.	Obsolete	DAA-0047-2012-0005-0009	Descriptions of Legislation - Files relating to Social Security bills enacted by Congress, including any associated analyses and technical comments.	Description of legislation introduced in Congress pertaining to Social Security or related programs may include associated background material such as analyses and cost estimates. Documents relating to enacted bills are permanent and retained in non-electronic media. Documents also may be bound.	Permanent	End of the even calendar year	Transfer electronic records to the National Archives for pre-coactioning 5 years after cutoff. Transfer to the National Archives 30 years after cutoff.	DAA-0047-2012-0005-0009 references bound volumes. Should DAA-0047-2012-0005-0009 supersede NC-47-76-9/G.2? Regie questioned the "End of the even calendar year" cutoff. Was there discussion about changing this to read "End of the calendar year"?	Obsolete.			
NC-47-76-9/H.4	Congressional Bills File System Records - Magnetic tape records	The Congressional Bills File System is an automated system containing data on social security-related bills, such as bill number, sponsor, co-sponsor, subject matter and other descriptive information. The system is used to monitor the progress of bills through Congress and for other management information purposes.	Temporary		Return to blank stock 60 days after release of final system output.	Obsolete							Is this an active or obsolete records series or do these records now fit under a different records series in the DAA-0047-2012-0005 records schedule?	Obsolete.			
NC-47-76-9/I.1	Hearing Files - Transcripts	Copies of transcripts and printed reports of hearings before Congressional committees on bills or issues relating to social security programs. One copy of each printed hearing report is retained in a bound volume for historical purposes.	Temporary		Destroy upon receipt of printed hearing report.	Superseded	DAA-0047-2012-0005-0014	Transcripts	Record-keeping versions of transcripts and related materials pertaining to hearings before Congressional committees in which an SSA witness testified on bills or issues relating to Social Security programs. We would consider the hearing transcript of a Congressional Committee, and transcript edits	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	Yes.				

NC-47-76-9/L	Hearing Files - Printed Reports	Copies of transcripts and printed reports of hearings before Congressional committees on bills or issues relating to social security programs. One copy of each printed hearing report is retained in a bound volume for historical purposes.	Permanent		Offer bound volumes to National Archives within 35 years.	Superseded	DAA-0047-2012-0005-0004	Program Analysis (PA) Files (or Equivalent)	Files covering the ongoing review and analysis of the effectiveness of present Social Security programs and in planning ways and means for improving those programs. The files are retained by subject matter category and include copies of memorandums and bill reports, position papers, fact sheets, studies, plans, proposals and comments. The files also include Congressional Member information and documentation on Social Security positions and program-related data.	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	Is this an active or obsolete records series or do these records now fit under a different records series in the DAA-0047-2012-0005 records schedule?	Yes, it is active but it has become superseded by testimony or Program Analysis Files- probably more PA Files. We should discuss and agree on where to put this. PA Files, we should probably add language in the Records Schedule, although it probably not required.	There was discussion about potentially having DAA-0047-2012-0005-0004 - Program Analysis (PA) Files (or equivalent) supersede NC-47-76-9/L - Hearing Files - Printed Reports. Please determine if you would like this to be reflected in DAA-0047-2012-0005. If so, please draft a statement indicating the reason behind the supersession. This statement is important, especially in this circumstance since NC-47-76-9/L was scheduled as a permanent record and could potentially now be superseded by a temporary authority (DAA-0047-2012-0005-0004). If the decision is made to supersede NC-47-76-9/L with DAA-0047-2012-0005-0004, the series description of DAA-0047-2012-0005-0004 will need to be updated to include Hearing Files - Printed Reports.
NC-47-76-9/I	Name Files	Material documenting the positions of individual members of Congress on issues relating to social security programs. Included are copies of press releases and speeches, clippings from the Congressional Record, newspaper or magazine articles, and similar records.	Temporary		Review files upon seating of new Congress and destroy obsolete material. Destroy all material for an individual who is no longer a member of Congress.	Superseded	DAA-0047-2012-0005-0004	Program Analysis (PA) Files (or Equivalent)	Files covering the ongoing review and analysis of the effectiveness of present Social Security programs and in planning ways and means for improving those programs. The files are retained by subject matter category and include copies of memorandums and bill reports, position papers, fact sheets, studies, plans, proposals and comments. The files also include Congressional Member information and documentation on Social Security positions and program-related data.	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	This records series was initially superseded by DAA-0047-2012-0005-0012 - Member Files. This authority has been removed in the new records schedule per OCA's request. Is NC-47-76-9/I obsolete?	No, I think that DAA-0047-2012-0005-0004 (Program Analysis Files) would supersede here since the files also include Congressional member information and documentation on Social Security positions and program-related data.	Please update series description for DAA-0047-2012-0005-0004 to include Name Files.
NC-47-76-9/K	Committee/Organization Files	Background material on Congressional committees and non-governmental organizations having an interest in social security matters. Included are press releases, newspaper accounts, lists of committee/organization members, member profiles, and similar documents.	Temporary		Destroy material when superseded or obsolete.	Superseded	DAA-0047-2012-0005-0013	Hearings Preparation Materials (Including background books)	Copies of draft testimony, oral statements, and related materials pertaining to hearings before Congressional committees in which an SSA witness testifies on bills or issues relating to Social Security programs. Materials are prepared for use by SSA officials testifying and answering questions before Congressional committees. The materials include background and statistics on the legislation or issue, an analysis of the implications on Social Security programs, and background and program-related information on Members of the relevant Congressional Committee. Final versions of the background books generally contain the version of testimony submitted to Congress for the hearing.	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	Is this an active or obsolete records series or do these records now fit under a different records series in the DAA-0047-2012-0005 records schedule?	I think these records now fit under Hearing Preparation Materials (DAA-0047-2012-0005-0013) because they provide background and program-related information on Committee Members and other hearing witnesses. But we used this record series as a continuous update on Committees and organizations (went beyond hearing prep), so it should be an obsolete record. Let's discuss.	Please update series description for DAA-0047-2012-0005-0013 to include Committee/Organization Files.
NC-47-76-9/J	Articles and Speech Files	Narrowed copies of articles and speeches given by top-level SSA or DHEW officials regarding social security programs. The files are retained for reference by staff members.	Temporary		Review files annually and destroy obsolete material.	Obsolete	DAA-0047-2012-0005-0016	Articles and Speeches Files	Non-record copies of articles and speeches given by top-level SSA officials regarding Social Security programs.	Temporary	When employee leaves the agency	Destroy one year after cutoff, then no longer needed for agency business, which would then review files according to the new Congress record-destroy schedule.	By definition, this records series is technically "non-record" material and does not need to be scheduled.		

New Authorities	Records Series	Series Description	Disposition	Cutoff	Disposition Instructions
DAA-0047-2012-0005-0003	Legislative Referral Memoranda (LRM)	Agency responses to OMB requests for agency views in accordance with OMB Circular A-19. LRMs originate from the Office of Management and Budget (OMB) and are used to coordinate the interagency review and clearance of material prior to its submission to Congress.	Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
DAA-0047-2012-0005-0006	Legislative Language Files - Legislative Packages Approved by Agency Head	Proposals for changes in Social Security laws (and related material) as developed by the Agency in accordance with OMB Circular A-19, approved by agency head and transmitted to OMB and Congress for consideration. Documents may contain proposed legislative language, provision summaries, supporting statements, alternative proposals, and other information.	Permanent	End of the fiscal year	Transfer electronic records to the National Archives for preservation 5 years (s) after cutoff. Transfer to the National Archives 30 years after cutoff.
DAA-0047-2012-0005-0000					

DAA-0047-2012-0005-0001	Legislative Language Files - Legislative Proposals Pending Approval by Agency Head	Proposals and related material for changes in Social Security laws as developed by the agency in accordance with OMB Circular A-19. Documents may contain proposed legislative language, supporting statements, alternative proposals and other information. Clearance comments are also included in these files.	Temporary	End of the fiscal year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
DAA-0047-2012-0005-0005	Questions for the Record	Formal questions submitted after a hearing to the Agency whose responses to be included in the Committee's record of the hearing proceedings.	Permanent	End of the calendar year	Transfer electronic records to the National Archives for pre-accessioning 5 years after cutoff. Transfer to the National Archives 30 years after cutoff.
DAA-0047-2012-0005-0002	Descriptions of legislation - Files relating to Social Security proposals under consideration by Congress but not introduced, including any analyses, cost estimates, and technical comments.		Temporary	End of the calendar year	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
DAA-0047-2012-0005-0008	Descriptions of legislation - Legislative Bulletins	Summaries of legislation affecting Social Security programs that have received some action in Congress. Development of bulletins is subject to the significance of the legislation to Social Security programs and/or legislative action taken by	Permanent	End of the even calendar year	Transfer electronic records to the National Archives for pre-accessioning 5 years after cutoff. Transfer to the National Archives 30 years after cutoff.
DAA-0047-2012-0005-0011	Testimony	Formal statements by Agency officials called to testify. Statements are submitted to the Congressional committee as part of the hearing record and address bills or issues relating to Social Security programs.	Permanent	End of the calendar year	Transfer electronic records to the National Archives for pre-accessioning 5 years after cutoff. Transfer to the National Archives 30 years after cutoff.