

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>

1.3	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
	Legislative Referral Memoranda (LRM)	
	Disposition Authority Number	DAA-0047-2012-0005-0003
	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

	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
1.6	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

	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
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
	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	

1.11	<p>GAO Approval Not Required</p> <p>Descriptions of Legislation - Historical collections relating to Social Security bills passed by Congress and enacted into law.</p> <p>Disposition Authority Number DAA-0047-2012-0005-0011</p> <p>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.</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? 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/G/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of the even calendar year</p> <p>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</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff</p> <p>Additional Information</p> <p>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.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 30 Years</p>
1.12	<p>Testimony</p> <p>Disposition Authority Number DAA-0047-2012-0005-0012</p>

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