Records Schedule: DAA-0047-2012-0005

#### DAA-0047-2012-0005 Records Schedule Number Schedule Status Approved Agency or Establishment Social Security Administration Record Group / Scheduling Group Records of the Social Security Administration Records Schedule applies to Major Subdivsion Major Subdivision Office of Legislation and Congressional Affairs Schedule Subject Social Security Administration Office of Legislation and Congressional **Affairs Files** Internal agency concurrences will Yes

**Request for Records Disposition Authority** 

be provided

Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	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 cons ideration 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

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## Records Schedule Items

Sequence Number		
, <b>1</b>	legal transfer to NARA, of ag and Congressional Affairs (O	gressional Affairs Records oritative instructions for the disposition or retention and ency information located in the Office of Legislation PLCA), regardless of media. It grants authority for the ention and legal transfer of existing and future OLCA
1.1	Program Staff Corresponden	ce Files
	Disposition Authority Number	DAA-0047-2012-0005-0001
	Records of outgoing correspondent of incoming material, comme	ondence and associated background material (copies nts, drafts, etc.)
	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/A.1 NC-047-76-009/A.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
1.2	Correspondence, Casework,	and Member Visit Control Logs
	Disposition Authority Number	DAA-0047-2012-0005-0002
	correspondence and casewo	nt and disposition of incoming controlled rk. Logs also may reflect date and time of visits of ers of Congress and/or congressional staff.

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 Memorar	nda (LRM)
Disposition Authority Number	DAA-0047-2012-0005-0003
Circular A-19. LRMs originate	equests for agency views in accordance with OMB e from the Office of Management and Budget (OMB) ne interagency review and clearance of material prior s.
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.

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Additional Information	
GAO Approval	Not Required
Program Analysis (PA) Files	(or Equivalent)
Disposition Authority Number	DAA-0047-2012-0005-0004
Social Security programs an those programs. The files are copies of memorandums and plans, proposals and comme	eview and analysis of the effectiveness of present d in planning ways and means for improving e retained by subject matter category and include d bill reports, position papers, fact sheets, studies, ents. The files also include Congressional Member on on Social Security positions and program-related
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
Staff Working Files	
Disposition Authority Number	DAA-0047-2012-0005-0005
	ential working documents or protocols that support the ained primarily for staff members' reference.
Final Disposition	Temporary
Item Status	Active

**Electronic Records Archives** 

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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
by the Agency in accordance and transmitted to OMB and	cial Security laws (and related material) as developed with OMB Circular A-19, approved by agency head Congress for consideration. Documents may contain e, provision summaries, supporting statements, her 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

Additional Information       What will be the date span of the initial transfer of records to the National Archives?       Unknown         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 exist as structured electronic data?       No         Disposition Instruction       End of the fiscal year         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		Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
Initial transfer of records to the National Archives?       Unable to determine the date span of the initial transfer of records to the National Archives.         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 exist as structured electronic data?       No         Disposition 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.         1.8       Descriptions of Legislation - Legislative Bulletins		Additional Information	
1.7       Legislative Language Files - Legislative Proposals Pending Approval by Agency Head         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?       No         Disposition Instruction       End of the fiscal year         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		initial transfer of records to the	Unable to determine the date span of the initial
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?       No         Do any of the records covered by this item exist as structured electronic data?       No         Disposition Instruction       End of the fiscal year         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		transfer these records to the	Every 30 Years
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?       No         Do any of the records covered electronic format(s) other than e-mail and word processing?       No         Disposition 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	1.7		Legislative Proposals Pending Approval by Agency
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       End of the fiscal year         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       Sol Approval         GAO Approval       Not Required         1.8       Descriptions of Legislation - Legislative Bulletins		Disposition Authority Number	DAA-0047-2012-0005-0007
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       End of the fiscal year         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		by the agency in accordance proposed legislative languag	e with OMB Circular A-19. Documents may contain le, supporting statements, alternative proposals and
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       End of the fiscal year         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       Not Required         1.8       Descriptions of Legislation - Legislative Bulletins		Final Disposition	Temporary
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?       No         Disposition Instruction       End of the fiscal year         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         1.8       Descriptions of Legislation - Legislative Bulletins		Item Status	Active
by this item currently exist in electronic format(s) other than e- mail and word processing?NoDo any of the records covered by this item exist as structured electronic data?NoDisposition InstructionEnd of the fiscal yearCutoff InstructionEnd of the fiscal yearRetention PeriodReview files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.Additional InformationGAO Approval1.8Descriptions of Legislation - Legislative Bulletins		Is this item media neutral?	Yes
by this item exist as structured electronic data?         Disposition Instruction         Cutoff Instruction         Retention Period       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         1.8       Descriptions of Legislation - Legislative Bulletins		by this item currently exist in electronic format(s) other than e-	Yes
electronic data?         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         1.8       Descriptions of Legislation - Legislative Bulletins			No
Cutoff InstructionEnd of the fiscal yearRetention PeriodReview files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.Additional InformationAdditional InformationGAO ApprovalNot Required1.8Descriptions of Legislation - Legislative Bulletins		-	
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       Additional Information         GAO Approval       Not Required         1.8       Descriptions of Legislation - Legislative Bulletins		Disposition Instruction	,
Retention PeriodReview files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.Additional InformationAdditional InformationGAO ApprovalNot Required1.8Descriptions of Legislation - Legislative Bulletins		Cutoff Instruction	End of the fiscal year
GAO ApprovalNot Required1.8Descriptions of Legislation - Legislative Bulletins		Retention Period	Review files annually and destroy material that does not have continuing relevance. Retain for a maximum
GAO ApprovalNot Required1.8Descriptions of Legislation - Legislative Bulletins		Additional Information	
1.8 Descriptions of Legislation - Legislative Bulletins			Not Required
	1.8		•
		Disposition Authority Number	DAA-0047-2012-0005-0008

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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.

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
	Files relating to Social Security bills in Congress
Disposition Authority Number	DAA-0047-2012-0005-0009
Security or related programs.	d, moving, or passed in Congress pertaining to Social . Materials may include associated background ost 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		iles relating to Social Security proposals under ut not introduced, including any analyses, cost iments.
	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	

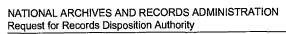
	GAO Approval	Not Required
1.11	Descriptions of Legislation - passed by Congress and en	Historical collections relating to Social Security bills
	Disposition Authority Number	DAA-0047-2012-0005-0011
	law pertaining to Social Sec background material such as	ne developments of significant legislation enacted into urity or related programs. Files include associated s earlier versions of legislation, hearing reports, and legislative bulletins. Documents may be stored nardcover 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

Electronic Records Archives

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

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.

bills or issues relating to Social Security programs.
Permanent
Active
Yes
Yes
No
End of the calendar year
Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff
Transfer to the National Archives 30 year(s) after cut- off.
Unknown Unable to determine the date span of the initial transfer of records to the National Archives.
Every 30 Years
als (including background books)
DAA-0047-2012-0005-0013
al statements, and related materials pertaining to nal committees in which an SSA witness testifies on ial Security programs. Materials are prepared for g and answering questions before Congressional iclude background and statistics on the legislation or lications on Social Security programs, and background tion on Members of the relevant Congressional



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
on on pprova	Not Required
Transcripts	
Transcripts	DAA-0047-2012-0005-0014
Transcripts Disposition Authority Number Record-keeping versions of before Congressional comm or issues relating to Social S transcript of a Congressiona	DAA-0047-2012-0005-0014 transcripts and related materials pertaining to hearings ittees in which an SSA witness testified on bills ecurity programs. We would consider the hearing I Committee, and transcript edits that we provide upon
Transcripts Disposition Authority Number Record-keeping versions of before Congressional comm or issues relating to Social S	DAA-0047-2012-0005-0014 transcripts and related materials pertaining to hearings ittees in which an SSA witness testified on bills ecurity programs. We would consider the hearing I Committee, and transcript edits that we provide upon
Transcripts Disposition Authority Number Record-keeping versions of before Congressional comm or issues relating to Social S transcript of a Congressiona request, as record-keeping v	DAA-0047-2012-0005-0014 transcripts and related materials pertaining to hearings ittees in which an SSA witness testified on bills ecurity programs. We would consider the hearing I Committee, and transcript edits that we provide upon versions.
Transcripts Disposition Authority Number Record-keeping versions of before Congressional comm or issues relating to Social S transcript of a Congressiona request, as record-keeping v Final Disposition	DAA-0047-2012-0005-0014 transcripts and related materials pertaining to hearings ittees in which an SSA witness testified on bills ecurity programs. We would consider the hearing I Committee, and transcript edits that we provide upon versions. Temporary
Transcripts Disposition Authority Number Record-keeping versions of before Congressional comm or issues relating to Social S transcript of a Congressiona request, as record-keeping v Final Disposition Item Status	DAA-0047-2012-0005-0014 transcripts and related materials pertaining to hearings ittees in which an SSA witness testified on bills ecurity programs. We would consider the hearing I Committee, and transcript edits that we provide upon versions. Temporary Active
Transcripts Disposition Authority Number Record-keeping versions of before Congressional comm or issues relating to Social S transcript of a Congressiona request, as record-keeping v Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	DAA-0047-2012-0005-0014 transcripts and related materials pertaining to hearings ittees in which an SSA witness testified on bills becurity programs. We would consider the hearing I Committee, and transcript edits that we provide upon versions. Temporary Active Yes

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

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	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
		after a hearing to the Agency witness for response to e'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
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# 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	Ву	Title	Organization
06/04/2012	Certify	Joyce Huber	Records Officer	Budget and Financial Management - Office of Document Management
09/24/2013	Return for Revisio n	Sean Curry	Senior Records Ana lyst	National Archives and Records Administration - Agency Services
09/10/2014	Submit For Certific ation	Regina Martin	Acting Records Offic er	DCBFQM - RMALS
09/10/2014	Certify	Regina Martin	Acting Records Offic er	DCBFQM - RMALS
12/22/2014	Submit for Concur rence	Sean Curry	Senior Appraisal Arc hivist	National Archives and Records Administration - Agency Services
01/15/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
01/15/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
01/16/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

Crosswalk between NC-47-76-9 and DAA-0047-2012-005-0001	

_	-47-76-9 and DAA-0047-2																
Cid Authority	Records Series	Series Description	Disposition	Cutoff		1	Superseded By	Records Series	Series Description		Cutoff		RMS Comments - 12/19/2013 Meeting	DLCA Concurrence?	RMS Comments - 1/7/2014 Maetine	OLCA Comments	RMS Comments - 4/30/2014 Meeting
NC-47-76-9/A.1	Correspondence Files - Control Clerk Ries	Copies of outgoing correspondence and essociated background material (copies of incoming material, comments, drafts, etc.).	Temporary		Destroy after 2 years	Superseded	DAA-0047-2012-0005-0001	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			
NC47-76-9/A2	Carrespondence Files - Program Division Files	Copies of outgoing correspondence and estociated background material (copies of incoming (material, comments, drafts, (etc.).	Temporary		Destroy after 1 year, except that correspondence having precedential value may be essociated with program analysis files (torm C, belowe) and retained ina coordance therewith.	Superseded								Yes			
NC-47-78-9/B	Logs	Logs reflecting the saignment and disportion of incoming controlled correspondence.	Temporary		Close out at the end of the calendar year and destroy 1 year thereafter,			Correspondence, Catework, and Member Visit Control Logs	and dispetition of incorring controlled correspondence and Costerrork. Logs also may reflect date and time of visits of SSA staff to offices of Members of Congress end/or congressional staff.		End of the flacel yeer	Retain for a maximum of 2 years after cutoff,		Yes			
NC-47-76-9/C	Program Analysis Files	Free accurulated in the cogning review an analysis of the effectiveness of prevent planting ways and means for planting ways and means for the file as an exclusion of the file as an exclusion of memorandum and bill memorandum and bill exports, position popers, studies, plans, proposels, and comments.	Temporary		Review Dira encually and discover material which does not have continuing relevance.	Superseded	DAA-0047-2012-0005-0004	Program Azalysis (PA) Files (or Equivalent)	Fries convertig the engeling methors and analysis of the effectiveness of present Social Society programs and to planning ureys and meets (are the sare stateler by availant meters catagory and include office are stateler by availant meters catagory and include office are stateler by availant meters catagory and include office are stateler by availant meters, statistic, plann, population and comments. The file silo should scampersistical Member Information and documentation aforgen-method lots.		End of the calender year	Review files enhancing and destroy material bat does not have contribuing not ave contribuing network, Revision for a maximum of 30 years after exceff.		Tex. We night also equal the series description to replace the lists sensores with "The file also include having documents on Social Security Bound and Social Security Bound and Security Distribution and program-initiated data."			
NC-47-76-9/D	Working Files	Nonessential working papers retained by staff members for reference purposes.	Тетрогату		no langer needed far referenze.	Superseded	DAA-0047-2012-0005-0005	Staff Working Files	Records considered non- essential working documents or potocols that support the work of the office, and maintained primarily for staff members'	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		Yes			
NC-47-76-9/E	Legisletive Language and Specifications Files	Example copies of proposals for changes in the social security laws and related instantial. The documents contain proposal legislative tanguage, supporting statements, alternative proposal, and other thormation. Included in the files are related cleanings commonts.	Temporary		Review files annually and destroy material which does not have continuing relevance.		<u>244 0017 1013 0005 0030</u>	Legiastice Proposale Approved by Agency- Head and Transmitted to GMB	Proposite and naised meaning for shapes in Social Searchy Iow as deviced by the agency Iow associations with CNR Coulde A 100- Documents may contain proposed legislature singuages supporting associations and other information. Conservation comments are size individed in- shape files		Gind of the Trees year	Transfer alegy onic records to the National Achives for pro-accessioning 5- years after cotoff. Transfe to the National Archive 21 years after cotoff.	Regina questioned the "Find of the even calendar year" autof. Was there discussion about e danging this to read "End of the Calendar year"?	No. Legita tive Bulletien standt be a new disposition authority. This biolicit or registered by CAA-0067- 2012-0005-0021.	Anthony Chaves, NC-47-76-9/E la		
								Legitative Linguage Film - Legitative Proposals Pending Approval by Agency Head	Proposali and related material for changes to social Security laws as developed by the sprincy laws as developed by the sprincy laws and security of the security of the security of the security of the proposal security proposali security alternative proposali security of other information, Clearance comments are also included in there files.	Temporary	End of the flacel yeer	Review files annually and destroy material that does not have contruing relevance. Retain for a maximum of 30 years after sutoff.			need to discuss this further.		
NG-47-76-5/F	Background Books	Inder containing material prepared for use (ySA and DHEW difficult in cestifying selector Congressional commission as given place of regulation or true. The material provide background implications for social security programs.	Permanent		Transfer to the Lerglate Reference Office (RCP) Ulburg efter 2 years. Offer to the National Archive 35 years thareafter.	Superseded	GAA-GG47-1012-2009-0013	Hearing Propertion Marshall (production background books)	Logister of set is testimone, card testimoretta, and related matterials parathrite to hearings before Congressional committees in which an SAM when settle con bill or issues infecting to Sodial Security programs. Neared is set floatal testis/they and enventing questions before Congressional comittees. The meterials and the legislation to issue, an exploit Security programs, and background and security and meterials and security programs. Security approaches testify the security of the security for the implications of Security for an Security programs, and background and testimory of the Security programs, and indexpoond in the programs of testi meterials and the security the background books generally submitted to Congress for the backings.	Temporary	Grid of the calendar year	Review first encounty to a determinant that does not have accordinates defenance. Review for matimum of 30 years after confit.		Yes.			Actory to tender treancripts', the endimony the purrelent record - uhis information taked to sealt with the testimony.

	6RI Files - Bound	Copies of bills introduced in	Remainent I	 Transfer to the LRO Ubrary	funner of t	DAA-0047-2012-0005-0009	Deservations of	C-ll-mines that decreme		Cadadaha anna art	I marked a standard a standard	Regina questioned the "End of	Constant of the second by Chart	<u> </u>		Anthony to modify series
10-47-76-9/3.1	Volumes	Congress pertaining to social	e ermanent	after 2 years. Offer to the	supersected	0000/12012-0005-0009	Descriptions of Legislation - Historical	Collections that document the development of significant	remanent	und of the even calendar	Transfer electronic records to the National Archives	Regina questioned the "End of the even calender year" cutoff.	Concur with row as is. Our records show Regine sent our RRS	1		Anthony to modify series description language.
		security or related programs		National Archives when no	1		collections relating to	legislation enacted into law		,	for pre-eccessioning 5	Was there discussion about	package to NARA for processing,			
		and associated background		longer needed for reference.			Social Security bills	pertaining to Social Security or	1		years after cutoff. Transfer	changing this to read "End of the	which included even calendar year			
		material, included are copies					pessed by Congress and	related programs. Files include			to the National Archives 30	calendar year"?	cutoff.			
		of any introductory remarks by					enacted Into law.	essociated background material	l		years after outoff.			1		
		members of Congress, bill reports, analyses and cost						such as seriler verions of legislation, hearing reports,	[						1	
		estimates, committee reports						Congressional statements, and					1			
		and similar documents.						legislative builetins. Documents			1					
		Documents relating to bills						may be stored electronically or					1 .			
		upon which Congressional				ł		bound into herdoover books.					•			
		action is taken are retained in bound volumes.												1		
		bound volumes.									1		ļ	ļ		
C-47-76-9/G.2	Bill Files - Other	Copies of bills Introduced In	Temporary	 Close out file when new	Superseded	DAA-0047-2012-0005-0010	Descriptions of	Description of bills introduced,	Temporary	End of the even calendar	Review files blennially and	Based on the description in NC-	Concur with row as is. Could also			Beef up series description to
	Documents	Congress pertaining to social		Congress is seated and			Legislation - Files relating	moving, or passed in Congress		year	destroy material that does	47-76-9/G.2, DAA-0047-2012-	justify that "other documents"	ł		include bills enacted but not
	1	security or related programs and associated background		destroy 2 years thereafter.		1	to Social Security bills in	pertaining to Social Security or				0005-0022 would not supersede	would also include DAA-0047-			eignificant to SSA mission, etc
		material. Included are copies					Congress,	related programs. Materials may include associated			relevance. Retain for a	this authority since NC-47-76- 9/G.2 is refering to "copies of	2012-0005-0022. Our records show Resina sent our RRS package			
		of any introductory remarks by						beckground material such as			cutoff.	bills introduced in Congress"	to NARA for processing, which			
		members of Congress, bill	1			1		snelyses, coast estimates, and	ł			DAA-0047-2012-0005-0010	Included even calendar year			
		reports, snalyses and cost	1 1					technical commonts.			1	refers to bills introduced in	cutoff.			
		estimates, committee reports,						1				Congress. DAA-0047-2012-				
		and similar documents. Documents relating to bills			1			1				0005-0022 is referring to				
		upon which Congressional			[			1				*proposels under consideration by Congress but not introduced.				
		action is taken are retained in										Regina questioned the "End of				
		bound volumes.						1			1	the even calendar year" cutoff.				
								]				Was there discussion about		1		
								1			1	changing this to read "End of the		•		
												calendar year 7 Also, If the				
								{	ł		1	cutoff changes, would the disposition instructions read				
	1				1	EAA 0047-3013-0005-0033		ł	ł		1	"Review files ennuelly" instead	├	ŀ		
												of "biennielly"?				
NC-47-76-9/H-1	Congressional Bills File	The Congressional Bills File	Тетротичу		Obsolete	CRE-30.3.0.4	Input/Source Resords~	Hard copy (non-electronic)-	Temperary		Destroy after the		Don't understand the superseding	Anthony Chavez indicated that		
	System Records - Coding Sheets used to enter	System is an automated system containing data on		entered into the system and verified as accurate.			Hard-dopy documents	depuments used to creater			information has been.		record series information.	NC-47-76-9/H.1-H.A are obsolete records series.		
	data into the system,	social security-related bills.		and a south and	ł		builtante 3(a) (3) - (3).	records when the electronic	1	•	medium and verified.		1	and do person.		
	Including Forms CO-	such as bill number, sponsor,			1		-,	recercie are retained to meet-	1		when no longer needed for		1			
	2234, S. Co-Sponsor and	co-sponsor, subject matter	1 1					recorditeeping requirements and			legel ar oudit purposes or		}			
	Smiller Bill Record; CO-	and other descriptive						are covered by a NARA-approved			to support the		1			
	2265, H.R. Co-Sponsor	information. The system is						schedule. Included are cuch-			reconstruction of or conve-					
	and Similar Bill Record; CD-2236, H.R. Header	used to monitor the progress of bills through Congress and						records as hard copy forms used	(		es a backup to the					
	and Description Records;	for other management						secondonuments that eve			(applicable to cormanent-		1			
	and CO-2237, S. Header	Information purposes.		1	1			seened into an electronia	ł		recercle only) 60 days after			1		
	and Description Record.				1			recordscoping system (a.g.,	[		NARA has provided the					
	1							correspondence, reporte, still			natification required by 36					
					{			plotures, maps, ata.).	l		GR 1335.34(a)(1).					
	1				l I						whichever is later.					
NC-47-76-9/H.2	Congressional Bills File	The Congressional Bills File	Temporary	 Destroy upon receipt of	Obsolete							is this on active or observe.	Obselete.			
	System Records -	System is an automated		updated listing.					1			recercia series or do these				
	Monthly system output,	system containing data on						1				romide new fit under a different	-			
	Including chronological listings, subject matter	social security-related bills, such as bill number, sponsor,						1				records series in the DAA COS7-				
	Ustings, and author	co-sponsor, subject matter											1			
	listings.	and other descriptive				1							1			
		information. The system is							1				1			
		used to monitor the progress				l			1				1	ļ		
		of bills through Congress and for other management											1			
		Information purposes.														
						1										
NC-47-76-9/H.3	Congressional Bills File	The Congressional Bills File	Permanent	 Transfer to the LRO Library	Obsolete	DAA 0047 3013 0005 0009	Descriptions of	1	<b></b>	Cad of the sum colorday	Transfer destants second		+	1 ł		
	System Records - Final	System is an automated	8 I	after 2 years. Offer to the				Persidente ou reliteration-	Permanent		Leventres means we concere	DAA-0047-3013 0005-0000-	Obtelete.	1		
	System output (listings)			and a press. Other to the			Legislation - Files relating	introduced in Congress-	Permanent	7841	to the National Archivet-	references bound volumes	Obtelete.			
	all and a state of the state of the	system containing data on		National Archives 25 years			Legislation - Files relating to Social Security bills	introduced in Congress- pertaining to Social Security or-	Permanent	yess	to the histianal Archiver	references bound volumes Should DAA-0047-2012-0005-	Obselete.			
	providing summary data	social acurity-related bills,		National Archives 25 years thereafter,			Legislation Files relating to Social Security bills anacted by Congress	pertaining to Social Security or- related programsy may include	Permanent	y <b>66</b> 4	to the National Archiver for pre-accessioning S- years after sutoif. Transfer	references bound volumes Should DAA-0047-2012-0005- 0009 supersede NC-47-76-	Obzelete.			
	providing summary data on social security-related	social security-related bills, such as bill number, sponsor,		National Archives 25 years			enected by Congress- including any enalyses,	pertaining to Social Security or- related programs; may includa- escoulated background material-	Permanent	y964	years after sutoff. Transfer to the National Archives 30	references bound volumes Should DAA-0047-2012-0005- 0000 supersede NC-47-76- 0A422 Regins guestioned the-	Obseiere.			
	providing summary data on social saturity-rolated legislative activity for a given Congress. The	social escurity-related bills, such as bill number, sponsor, co-sponsor, subject matter and other descriptive		National Archives 25 years				pertaining to Social Security or- related programs; may include- atopiated background material- such as and pasts and past- eximates. Opportunity relation.	Permanent	yes:		references bound volumes Should DAA-0047-2012-0005- 0009 supersede NC-47-76-	Obselete.			
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NC47369/1.2	Reports	Copier of transcripts and printed reports of hearings before Congrunsional committere on this or lowers relating to todal excuring programs. One copy of each printed hearing report is printed hearing report is printed hearing export is historical purposes.	Permanent	Offer bound volumes to National Archives within 35 years.	Superseded	DAA-0047-3012-0005-0004	Program Analysis (PA) Riles (or Equivelent)	Resconding the organic motive and analysis of the effectiveness of present Sodial society programs and in planding ways and meass for importing those programs. The Rise are exclused by a silver matter or stepper and include bill corplet of nonmensations and disc corplet of nonmensations and disc memory and the programs. The Rise sho memory and the programs descent information and documentation of social Society Reading Memory programs-related State.	Temporary	Erd of the calendar year	destroy material that does not have continuing reference. Retain for a	In this an active or obsoletes records needs on these records needs on the obsoleter a different records needs in the DAACOD- 2012-0005 records schedule?	Yee, Li is active but it has become upper added by texturning or Program Analysis Rise probably and agree on where to put this. It is hindly that and agrees on where to put this. It is failing with any data by add language to the Records Schedule although to probably rol regulard.	potentially having DAA-0047- 2012-0005-0004 - Program Analysis (PA) Riles (or equivalent) arcenade NC-47-75-97.2 -	
NC47769() N	-	Naterial documenting the positions of Individual members of Corgens on lause relating to nocial security programs. Included are copies of press release the Congressional Record, energy per or measure antides, and similar records.	Temporery	Review IDs upon using of a new Compare and descrip- doublets material. Descrip all material for an Individual with the no longer a member of Congress		DAA-0047-2012-0005-0004	Program Analysis (PA) Files (or Equivalent)	The coming the average render and analysis of the effectiveness of present Social sociality programs and in planning ways and means for improving takes argoment. The first are realized by subject takes of the social social social coopies of memoarations and all coopies of memoarations and all coopies of memoarations and and compares, factor and compares, the film show information and documentation information and documentation of social Security positions and programments and documents.	Temporary	End of the calendar year	destroy material that does not have continuing relevance, Retain for a	superseded by DAA-0047-2012- 0005-0012 - Member Files. This authority has been removed in the new records schedule per	Files) would supersede here since	for DAA-0047-2012-0005-0004	
к-47-76-9/к с		Exclapant national national compensional committees and nongovernmental organisations having an interants in locale accurity materim. Includes are pensi referster, newspaper accounts, titas of committees/organisation members, members profiles, and similar documents.	Temporary	Destory na tarità when kaponandod or obsolera.	Supervected	DAA 0017-2012-0005-0013	Hearing Proportion Materials (Including background books)	Copies of a fit services, and the off services, and the services of the services of the services material periading to herize and according to service and the services of the services relating to Social Security programs. Metarotike and programs of the services and the service and the services of the services of the services of the implications of Social Security programs and and statistica on the background and statistica on the Social Security program, and while additional and the services of the security programs, the services of the security program, and while the security program and the security of constitues. Final versions of the background books grean Kity security the security of the hearing.		Erd of the calendar year	destroy material that does not have continuing relevance. Retain for a	In the an active or obsolute transfer active as to these records now the under a different records and the IND BAC 0027. 2012 0005 records schedule?	Hearing Preparation Materials		
1C-47-76-9∕L A		Nonrecord caples 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 meterial.	Obsolete	DAA-0047-2012-0005-0016	Arilaise and Spanchas Files	Non-record copies of srigies and spessive given by Lop Ioul SCA officiels reporting Social Security programs,	Temperany	Witen employee leaves- the agency	Dertrey ana yest after extelf, when no longer- needed for agency- business, whichever to later. Rowow files upon- esting of a new Congres- end destooy obsoleta-	By definition, this records is series is technically "non-record" material and does not need to be scheduled.			

New Authorities	Records Series	Series Description	Disposition	Catoff	Disposition Instructions
DAA-0047-2012-0005- 0003	Legislative Referral Memoranda (LRM)	Agency responses to OMS 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 Tts submission to Congress.	Temporary	End of the calendar year	Review files ennuelly and destroy material that does not have contruling relevance. Retain for a maximum of 30 years efter cutoff.
DAA-0047-2012-0005- 0006	Legislative Language Rites - Legislative Packages Approved by Agency Head	Proposition for changes in Social Security in segment and related material is a developed by the Agency in accordance with DMB Circular - AS, sproved by servery hand and trannutisted CoNB and Congress for consideration. Terrative and CoNB and Congress for consideration and a security of the security proposed registrative language providion summeries, supporting statements, supporting statements, alternative proposals, and other information.	Permanent	End of the Racal year	Transfer Alextonole records to the National Archives for pro- the National Archives for pro- consoling System (a) after cutoff. Transfer to the National Archive 30 years efter cutoff.
DAA-0047 2013-0005-		1	-		

DAA-0047-2012-0005- 0023	Legislative Language Rifes - Legislative Proposals Pending Approval by Agency Heed	Proposale and related material for changes in Social Security laws as deviced by the agency in secondance with CMS Circular A 19, Documents may contain proposed legislative language, supporting statements, alternative proposale and other information. Clearance comments are also included in, these files.		End of the Dacal year	Rovfow files annually and destroy material that does not have contributing reference. Retain for a maximum of 30 years after cutoff.
DAA-0047-2012-0005- 0015	Questions for the Record	Formal questions submitted after a hearing to the Agency witness for response 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 year(s) after cutoff. Transfer to the National Archives 30 years after cutoff.
DAA-0047-2012-0005- 0022	Descriptions of legitlation - Files relating to Social Security proposals under consideration by Congress but not Introduced, including any analyzes, cost estimates, and technical comments.		Temporary	End of the calendar year	Review Ries annually and destroy material that does not have contuaring 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 legislation to Social Security programs and/or legislative critica taken by	Permanent	End of the even catendar year	Transfer electronic records to the National Archives for pre- accessioning 5 year(s) after cutoff. Transfer to the National Archives 30 years after cutoff.
DAA-0047-2012-0005- 0011	Testimony	Formal statements by Agency officials called to testfy. 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 tecords to the National Archives for pre- accessioning 5 year(s) after cutoff, Transfer to the National Archives 30 years after cutoff,