

Request for Records Disposition Authority

Records Schedule Number DAA-0047-2013-0001
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 the Chief Actuary
Minor Subdivision Offices of Short Range and Long Range Estimates
Schedule Subject Office of the Chief Actuary Records
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0047-2013-0001

Sequence Number	
1	Contributions to Agency Reports, Studies, and Proposals Disposition Authority Number: DAA-0047-2013-0001-0001
2	Analysis of Proposed Legislation Disposition Authority Number: DAA-0047-2013-0001-0002
3	Analysis of Proposed Legislation Background Files Disposition Authority Number: DAA-0047-2013-0001-0003
4	Reports of the Board of Trustees of the OASI and DI Trust Funds Disposition Authority Number: DAA-0047-2013-0001-0004
5	Trustees Reports Background Files Disposition Authority Number: DAA-0047-2013-0001-0005
6	Actuarial Studies Disposition Authority Number: DAA-0047-2013-0001-0006
7	Actuarial Studies Background Files Disposition Authority Number: DAA-0047-2013-0001-0007
8	Actuarial Benefit Statistics Disposition Authority Number: DAA-0047-2013-0001-0008
9	Continuous Work History Samples Disposition Authority Number: DAA-0047-2013-0001-0009
10	Noncontributory Military Service Reimbursement Determination Records
10.1	Detailed Reimbursement Listings Disposition Authority Number: DAA-0047-2013-0001-0010
10.2	Summarized Reimbursement Data Disposition Authority Number: DAA-0047-2013-0001-0011
11	Annual Reports of the Supplemental Security Income (SSI) Program Disposition Authority Number: DAA-0047-2013-0001-0012
12	Annual Reports of the Supplemental Security Income (SSI) Program Background Files Disposition Authority Number: DAA-0047-2013-0001-0013
13	President's Budget Background Files Disposition Authority Number: DAA-0047-2013-0001-0014
14	Automatic Determinations Background Files Disposition Authority Number: DAA-0047-2013-0001-0015

Records Schedule Items

Sequence Number	
1	<p data-bbox="349 406 1438 449">Contributions to Agency Reports, Studies, and Proposals</p> <p data-bbox="349 459 1438 502">Disposition Authority Number DAA-0047-2013-0001-0001</p> <p data-bbox="349 512 1438 736">Office of the Chief Actuary (OCACT) input and comments on reports, studies, and administrative proposals published by other Social Security Administration (SSA) offices. This includes OCACT input to the Agency's Continuing Disability Review Report, the Pre-Effectuation Review Report, the Performance and Accountability Report, other recurring and ad hoc Agency publications and any related background records.</p> <p data-bbox="349 746 1438 789">Final Disposition Temporary</p> <p data-bbox="349 800 1438 842">Item Status Active</p> <p data-bbox="349 853 1438 895">Is this item media neutral? Yes</p> <p data-bbox="349 906 1438 1034">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 data-bbox="349 1044 1438 1140">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="349 1151 1438 1225">GRS or Superseded Authority Citation NC-047-76-003/01/A/2</p> <p data-bbox="349 1257 1438 1300">Disposition Instruction</p> <p data-bbox="349 1310 1438 1353">Cutoff Instruction Cutoff at the end of the calendar year.</p> <p data-bbox="349 1364 1438 1406">Retention Period Destroy 10 year(s) after cutoff</p> <p data-bbox="349 1438 1438 1481">Additional Information</p> <p data-bbox="349 1491 1438 1534">GAO Approval Not Required</p>
2	<p data-bbox="349 1544 1438 1587">Analysis of Proposed Legislation</p> <p data-bbox="349 1598 1438 1640">Disposition Authority Number DAA-0047-2013-0001-0002</p> <p data-bbox="349 1651 1438 1913">OCACT memoranda analyzing proposed legislation affecting the Old-Age, Survivors, and Disability Insurance (OASDI) or Supplemental Security Income (SSI) programs. Proposals may be generated within SSA or by Congressional staff, Administration staff, or other outside entities. Memoranda provide a comprehensive actuarial analysis of the effects of proposed changes on the finances of the programs and are referred to extensively by policymakers and others interested in reforming the programs.</p>

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Records are exclusively electronic.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC-047-76-003/01/A/03

Disposition Instruction

Cutoff Instruction	Cutoff at the end of the calendar year.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span of the initial transfer of records to the National Archives is unknown.
How frequently will your agency transfer these records to the National Archives?	Unknown Frequency of agency transfer is unknown.

Analysis of Proposed Legislation Background Files

Disposition Authority Number DAA-0047-2013-0001-0003

Files accumulated in the preparation, clearance, and issuance of legislative memoranda. Included are data, calculations, drafts, clearance comments, and similar documents that contributed to the content of the final product or served as a basis for its issuance. Because policymakers propose similar ideas over time, these background files are vital reference material.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Records are exclusively electronic.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

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

GRS or Superseded Authority Citation NC-047-76-003/02/C

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Date span of the initial transfer of records to the National Archives is unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Frequency of agency transfer is unknown.

4

Reports of the Board of Trustees of the OASI and DI Trust Funds

Disposition Authority Number DAA-0047-2013-0001-0004

Annual reports to Congress on the status of the Old-Age and Survivors Insurance (OASI) and Disability (DI) Trust Funds. The reports contain a narrative and statistical summary of trust fund operations for the preceding year and a projection of fund status in coming years. The reports are mandated by and prepared pursuant to the Social Security Act.

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? No

GRS or Superseded Authority Citation NC-047-76-003/02/A/01

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Date span of the initial transfer of records to the National Archives is unknown.

How frequently will your agency transfer these records to the National Archives? **Unknown**
Frequency of agency transfer to the National Archives is unknown.

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Trustees Reports Background Files

Disposition Authority Number **DAA-0047-2013-0001-0005**

Files accumulated in the preparation, clearance, and issuance of the annual Trustees Reports. Included are data, calculations, drafts, clearance comments, and similar documents that contributed to the content of the final product or served as a basis for its issuance.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

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

GRS or Superseded Authority Citation **NC-047-76-003/02/C**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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Actuarial Studies

Disposition Authority Number **DAA-0047-2013-0001-0006**

Studies conducted by OCACT on various actuarial subjects, such as long-range estimates, benefit projections, aged population projections, mortality rates, etc.

Included are studies issued under the Actuarial Study and Actuarial Note series. Also included are one-time and special studies.

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? No

GRS or Superseded Authority Citation NC-047-76-003/02/B/01

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Date span of the initial transfer of records to the National Archives is unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Frequency of agency transfer is unknown.

Actuarial Studies Background Files

Disposition Authority Number DAA-0047-2013-0001-0007

Files accumulated in the preparation, clearance, and issuance of actuarial studies. Included are data, calculations, drafts, clearance comments, and similar documents that contributed to the content of the final product or served as a basis for it's issuance.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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8	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC-047-76-003/02/C
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Retention Period	Destroy 20 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Actuarial Benefit Statistics	
	Disposition Authority Number	DAA-0047-2013-0001-0008
	Tabulations of OASDI and SSI benefit statistics used in actuarial estimates. Due to the unpredictable nature of requirements for time series of data in making actuarial estimates, a substantial body of data needs to be retained for occasional reference over a period of years. Included are any related background records.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	NC-047-76-003/02/G	
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year.	
Retention Period	Destroy 10 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
9	Continuous Work History Samples	
	Disposition Authority Number	DAA-0047-2013-0001-0009
	Tabulations of continuous work history sample 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? Yes
GRS or Superseded Authority Citation NC-047-76-003/02/H

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.
Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

10 Noncontributory Military Service Reimbursement Determination Records
Files related to SSA's determination of additional costs attributable to noncontributory credits for: (1) military service performed before 1957 with respect to benefits paid beginning September 1, 1950; (2) military service performed after 1956 with respect to benefits paid beginning January, 1968; and (3) internment of persons of Japanese ancestry during the period December 7, 1941 through December 31, 1946. OCACT uses these files to determine the amount of reimbursement to the OASI and DI Trust Funds from the General Fund of the Treasury.

10.1 Detailed Reimbursement Listings

Disposition Authority Number DAA-0047-2013-0001-0010

Noncontributory military service reimbursement data provided on an individual beneficiary basis.

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

10.2	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC-047-76-003/02/1/02
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Summarized Reimbursement Data	
	Disposition Authority Number	DAA-0047-2013-0001-0011
	Data on benefits attributable to noncontributory military service credits summarized by classifications such as trust fund, fiscal year of payment, and similiar items of classification.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	NC-047-76-003/02/1/03	
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year.	
Retention Period	Destroy 10 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
11	Annual Reports of the Supplemental Security Income (SSI) Program	
	Disposition Authority Number	DAA-0047-2013-0001-0012

SSA prepares the SSI reports annually to update the President and the Congress on the status of the SSI program. The reports provide projections of program participation and costs through at least 25 years, as required by law.

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? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Date span of the initial transfer of records to the National Archives is unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Frequency of agency transfer is unknown.

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Annual Reports of the Supplemental Security Income (SSI) Program Background Files

Disposition Authority Number DAA-0047-2013-0001-0013

Files accumulated in the preparation, clearance, and issuance of the annual SSI reports. Included are data, calculations, drafts, clearance comments, and similar documents that contributed to the content of the final product or served as a basis for it's issuance.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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

Yes

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

President's Budget Background Files

Disposition Authority Number DAA-0047-2013-0001-0014

Each year, SSA provides input to the Administration and to OMB for the President's Budget and the Mid-Session Review of the Budget. OCACT develops short-range and long-range projections of benefit costs for OASDI and SSI, and develops workload projections for the SSA Office of Budget. Files include those accumulated in the preparation, clearance, and issuance of the annual President's budget and the Mid-Session Review. Included are data, calculations, drafts, clearance comments, and similar documents that contributed to the content of the final product or served as a basis for its issuance.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

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

Yes

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy 10 year(s) after cutoff

Additional Information

GAO Approval

Not Required

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Automatic Determinations Background Files

Disposition Authority Number DAA-0047-2013-0001-0015

OACT annually determines certain program parameters required by the automatic-adjustment provisions of the law, including the cost-of-living adjustment (COLA), the national average wage index (AWI), and the maximum amount subject to Social Security taxes in a given year. OACT also prepares the required notifications to Congress. Files include those accumulated in the preparation, clearance, and issuance of the automatic determinations. Included are data, calculations, drafts, clearance comments, and similiar documents that contributed to the content of the final product or served as a basis for it's issuance.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/21/2012	Certify	Joyce Huber	Records Officer	Budget and Financial Management - Office of Document Management
04/22/2014	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
04/24/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist