

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0047-2017-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0047-2017-0001
Schedule Status Returned Without Action

Agency or Establishment Social Security Administration
Record Group / Scheduling Group Records of the Social Security Administration
Records Schedule applies to Agency-wide
Schedule Subject Leadership Records
Internal agency concurrences will be provided No

Background Information SSA is proposing a big bucket approach to records scheduling and disposition. This bucket is the Leadership Records bucket. It has two disposition schedules: 1 permanent and 1 temporary. It covers executive leadership records that document policy and mission-related functions of SSA. It also includes administrative records of agency executive leadership.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

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Outline of Records Schedule Items for DAA-0047-2017-0001

Sequence Number	
1	Executive Leadership Records Documenting Policy and Mission-Related Functions Disposition Authority Number: DAA-0047-2017-0001-0001
2	Executive Leadership Administrative Records Disposition Authority Number: DAA-0047-2017-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Executive Leadership Records Documenting Policy and Mission-Related Functions</p> <p>Disposition Authority Number DAA-0047-2017-0001-0001</p> <p>Records of Commissioners (COSS), Deputy Commissioners (DCOSS), Chief of Staff, Deputy Chief of Staff, Executive Secretary, Regional Commissioners (RC), and Associate Commissioners (AC) ("Senior-level Officials) that document policy and mission-related functions of SSA. This includes records of senior leadership actions and activities, as well as records that formally document the policies of SSA and its programs. These records include, but are not limited to: (1) official copies of formal decisions or actions of Senior-level Officials; (2) official chronological correspondence files of Senior-level Officials; (3) correspondence control logs, including records reflecting disposition; (4) briefing books; (5) calendars, appointment books, itineraries, schedules of daily activities, and telephone logs; (6) staff meeting agendas and minutes (including handwritten notes on substantive drafts) documenting Senior-level Officials decisions; (7) committee and commission records; (8) official biographies of Senior-level Officials, including Board of Trustees members; (9) records used in briefings, speeches, or presentations by Senior-level officials regarding decisions, policies, or formal directives; (10) statutorily required or Congressionally-mandated reports such as reports of Board of Trustees of OASI and DI Trust Funds; (11) program delegation of authority files; (12) records of liaisons with government and non-government organizations concerned with the Hearings and Appeals Process; and (13) any other records that contain substantive information that document or relate to official program or mission related activities. Note: See crosswalk and/or agency manual for additional detail.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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? Yes</p> <p>GRS or Superseded Authority Citation N1-047-10-003 / A N1-047-10-003 / B N1-047-10-003 / C N1-047-10-003 / D N1-047-04-002 / 15</p>

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Records Schedule: **DAA-0047-2017-0001**

GRS 6-2.010 / 020
DAA-GRS-2015-0001
NC-047-75-007 / 10/D/1
NC-047-75-003 / 3/A/1
NC-047-75-003 / 3/B/1
NC-047-76-003 / 02/A/1
NC-047-75-007 / 5/B/1
NC-047-76-014 / 4

Disposition Instruction

Cutoff Instruction

Cutoff is annual; unless specified otherwise.
Committee and commission records should be cutoff at the end of calendar year in which committee was dissolved.

Transfer to the National Archives for Accessioning

Transfer records to NARA 15 years after cutoff. Individual electronic files must be accessioned in an acceptable format (following current CFR guidelines).

Additional Information

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

Unknown
Transfer of these records is ongoing.

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

Unknown
Transfer of these records is ongoing.

2

Executive Leadership Administrative Records

Disposition Authority Number DAA-0047-2017-0001-0002

Certain records of Commissioners (COSS), Deputy Commissioners (DCOSS), Chief of Staff, Deputy Chief of Staff, Executive Secretary, Regional Commissioners (RC), and Associate Commissioners (AC). These records include, but are not limited to: (1) administrative delegation of authority files such as authority to process adverse actions and authority to award contracts; (2) program public and congressional inquiries and responses; (3) administrative public and congressional inquiries and responses; and (4) Office of the Regional Commissioner (ORC) study project files. Note: See crosswalk and/or agency manual for additional detail.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

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electronic format(s) other than e-mail and word processing?

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

GRS or Superseded Authority Citation
NC-47-75-007 / 5 / B
NC-47-75-003 / 10 / A / 1
NC-47-75-003 / 5
NC1-47-81-009 / 2

Disposition Instruction

Cutoff Instruction Cutoff is annual; unless specified otherwise.

Retention Period Delete/destroy 10 years after cutoff unless prohibited by law, mandate, or business need.

Additional Information

GAO Approval Not Required

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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	By	Title	Organization
05/23/2019	Certify	Dora Blackwell	Agency Records Officer	Deputy Commission Office of Systems - OITFMS
06/07/2019	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

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