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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0047-2017-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0047-2017-0002
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 Policy, Legislation, and Regulations 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 Policy, Legislation and Regulations bucket. It has three disposition schedules: 1 permanent and 2 temporary. It covers agency legislation; agency regulations; program implementation and management records; program policy, directives and guidance files; activity records of executive commissions or committees; and congressional reports and hearings. Routine management reviews and lower-level program / management administration records are not covered here.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	3

GAO Approval

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Outline of Records Schedule Items for DAA-0047-2017-0002

Sequence Number	
1	Policy Planning, Policy Development, and Rulemaking Records Disposition Authority Number: DAA-0047-2017-0002-0001
2	Long-Term Legislation and Congressional Affairs Records Disposition Authority Number: DAA-0047-2017-0002-0002
3	Short-term Policy and Legislation Records Disposition Authority Number: DAA-0047-2017-0002-0003

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Records Schedule Items

Sequence Number	
1	<p data-bbox="358 400 1497 436">Policy Planning, Policy Development, and Rulemaking Records</p> <p data-bbox="358 449 1497 485">Disposition Authority Number DAA-0047-2017-0002-0001</p> <p data-bbox="358 497 1497 1251">Include, regardless of media, records documenting: (1) Policies, Regulations, National and Regional Issuances including national and regional instructional manuals, directives, circulars, handbooks, guides, bulletins, and other formal policy and procedural issuances prepared by SSA relating to Social Security Programs and Quality Performance. These include, but are not limited to, the final agency copy of the Issuance, along with the Transmittal Cover Sheet and approval forms, when applicable.; (2) National and Regional Program and Regulations Circulars and Notices containing information pertaining to new developments in SSA administered programs, policies, directives and instructional manuals, etc.; (3) Background materials, working files, research accumulated in the preparation of Regulations, Policies, Directives and Instructional Files, etc.. prepared by SSA relating to Social Security Programs and Quality Performance; (4) Agency-Developed Legislation Approved by Agency Head, Legislative Bulletins, Historical Collections of Significant Social Security Legislation, Hearing Testimony by Agency Officials, and Formal Questions for the Hearing Record; (5) Actuary Office records, including Analysis of Proposed Legislation and Proposed Legislation Background Files; (6) International Agreements and Technical Liaison Records, including Federal Register Notices; (7) Program Policy Statements Records; (8) SSA Ruling Records; and (9) Policy & Precedent Files – Microfilm. Note: See crosswalk and/or agency manual for additional detail.</p> <p data-bbox="358 1264 1497 1300">Final Disposition Permanent</p> <p data-bbox="358 1312 1497 1349">Item Status Withdrawn</p> <p data-bbox="358 1361 1497 1398">Is this item media neutral? Yes</p> <p data-bbox="358 1410 1497 1544">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="358 1557 1497 1651">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="358 1664 1497 1925">GRS or Superseded Authority Citation DAA-0047-2012-0002-0001 DAA-0047-2011-0002-0001 DAA-0047-2012-0002-0003 DAA-0047-2012-0002-0004 DAA-0047-2012-0002-0002 DAA-0047-2011-0002-0002 NC1-047-84-004</p>

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NC1-047-77-016 / 1
DAA-0047-2012-0005-0006
DAA-0047-2012-0005-0008
DAA-0047-2012-0005-0011
DAA-0047-2012-0005-0012
DAA-0047-2012-0005-0015
DAA-0047-2013-0001-0002
DAA-0047-2013-0001-0003
NC1-47-78-021
N1-GRS-87-017 / 1
NC1-47-80-007 / 1
NC1-47-80-007 / 2
NC1-47-80-007 / 3
NC1-47-80-007 / 4 / A / 2
NC1-47-80-007 / 5 / B
NC-047-76-014 / 2
NC-047-75-001 / 5 / F / 1

Disposition Instruction

Cutoff Instruction

Cut off begins the year in which a regulation (item 1) and ruling (item 2) is published; unless otherwise specified.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 years after cut off. [Accession individual electronic files 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.

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Long-Term Legislation and Congressional Affairs Records

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

Include, but are not limited to: (1) Legislative Office Correspondence Files; (2) Legislative Referral Memoranda; (3) Legislative Office Program Analysis Files; (4) Legislative Office Staff Working Files; (5) Regional Contributions and Comments Regarding Proposed Legislation; (6) Legislation Proposals Pending Approval by Agency Head; (7) Description of Legislation Relating to Social Security Bills in Congress; (8) Description of Legislation Relating to Social Security Proposals in

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Congress; (9) Congressional Hearings Preparation Materials; (10) Transcripts of Congressional Hearings; and (11) Legislation Office logs of correspondence, casework, and visitors. 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 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
DAA-0047-2012-0005-0001
N1-047-96-003 / 3 / 10
DAA-0047-2012-0005-0003
DAA-0047-2012-0005-0004
DAA-0047-2012-0005-0005
N1-047-96-003 / 3 / 7
N1-047-96-003 / 3 / 4
NC1-047-81-009 / 1 / A / 3
DAA-0047-2012-0005-0007
N1-047-96-003 / 3 / 4
DAA-0047-2012-0005-0009
N1-047-96-003 / 3 / 5
DAA-0047-2012-0005-0010
DAA-0047-2012-0005-0013
N1-047-96-003 / 3 / 8
DAA-0047-2012-0005/ 1 / 14
DAA-0047-2012-0005-0014
N1-047-96-003 / 3 / 8
N1-047-96-003 / 3 / 6
DAA-0047-2012-0005-0002

Disposition Instruction

Cutoff Instruction Cut off is annual; unless specified otherwise.

Retention Period Delete/Destroy 20 to 30 years after cut off.

Additional Information

GAO Approval Not Required

Short-term Policy and Legislation Records

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Disposition Authority Number DAA-0047-2017-0002-0003

Include, but are not limited to records: (1) program/departmental policies and procedures; (2) district and branch offices issuances and procedures; and (3) Family Assistance Program Policy Records. 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
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 Cut off is annual; unless specified otherwise

Retention Period Delete/Destroy 5 to 10 years after cut off.

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
05/28/2019	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/10/2019	Submit For Certification	Dora Blackwell	Agency Records Officer	Deputy Commission Office of Systems - OITFMS
06/10/2019	Certify	Dora Blackwell	Agency Records Officer	Deputy Commission Office of Systems - OITFMS
06/11/2019	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

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