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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0047-2017-0008

Request for Records Disposition Authority

Records Schedule Number DAA-0047-2017-0008
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 Legal 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 Legal Records bucket. It has five disposition schedules: 1 permanent and 4 temporary. This schedule covers records and information that relate to the Office of the General Counsel (OGC). OGC provides the agency with legal advice and counsel in all matters, including representation in program and non-program and general law matters. Also included in this category are OGC's administrative support functions and information technology systems and files, including its docketing management records and Freedom of Information Act (FOIA) tracking system records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	5

GAO Approval

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Outline of Records Schedule Items for DAA-0047-2017-0008

Sequence Number	
1	Precedent Legal Opinions Disposition Authority Number: DAA-0047-2017-0008-0001
2	Non-Precedent Setting Legal Opinions Disposition Authority Number: DAA-0047-2017-0008-0002
3	Program Law Litigation Files Disposition Authority Number: DAA-0047-2017-0008-0003
4	General Law Case and Litigation Files Disposition Authority Number: DAA-0047-2017-0008-0004
5	OGC Administrative Support Functions, and Information Technology Systems and Files Disposition Authority Number: DAA-0047-2017-0008-0005

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Records Schedule Items

Sequence Number	
1	<p>Precedent Legal Opinions</p> <p>Disposition Authority Number DAA-0047-2017-0008-0001</p> <p>Include, but not limited to: precedent legal opinions for program law issued or selected by the General Counsel for application to program throughout SSA, which may include background materials necessary to understanding the development of precedents. Arranged by docket control numbers, and coded numbers.</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 N1-47-10-004 / 02 / A / 1 N1-047-96-003 / 01</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff is annual; unless specified otherwise.</p> <p>Transfer to the National Archives for Accessioning Transfer records to NARA 15 years after cut off. Individual electronic files must be accessioned in an acceptable format (following current CFR guidelines).</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Transfer of these records is ongoing.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer of these records is ongoing.</p>
2	<p>Non-Precedent Setting Legal Opinions</p> <p>Disposition Authority Number DAA-0047-2017-0008-0002</p>

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Include, but not limited to: (1) program legal advice files, including but not limited to non-precedent setting legal advice files (result from opinions based on the routine application of known, pre-existing rules, regulations, and statutes), draft legislation files, public law files, administrative hearing files related to our programs; and (2) general law legal advice files, including but not limited to legal advice issued by OGC attorneys to the agency regarding issues such as budget, appropriations, contracts, procurement, personnel, FOIA, Privacy Act, Computer Matching, bankruptcy, garnishment, and guardianship. Included are legal opinions, memoranda, comments, mark-ups, and related documents. 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
N1-047-10-004 / 2 / A / 2
N1-047-10-004 / 1 / F
N1-047-10-004 / 4 / 2 / D
N1-047-10-004 / 2 / A / 1
N1-047-10-004 / 1 / M
N1-047-10-004 / 2 / 13

Disposition Instruction

Cutoff Instruction Non-precedent setting files should be cut off 5 years after the date of the last record under the subject code. Significant legal case files should be cut off 1 year after final action, decision, or resolution. Otherwise, cut off is annual.

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

Additional Information

GAO Approval Not Required

Program Law Litigation Files

Disposition Authority Number DAA-0047-2017-0008-0003

Includes all records of Federal court filings and correspondence, civil actions filed against SSA for an award of benefits or other relief under Titles II, VIII, XVI, and XVIII of the Social Security Act, overpayment recovery and other actions

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4	brought by SSA under those authorities, civil actions filed against SSA for relief under the Coal Act, and Court of Appeals, Supreme Court, or settlement activity in connection with any of the above.	
	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	
	Retention Period	Delete/Destroy 3 to 10 years after cut off, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	General Law Case and Litigation Files	
	Disposition Authority Number	DAA-0047-2017-0008-0004
	Included, but not limited to: (1) Negotiated Grievance Case Files; (2) Unfair Labor Practice Case Files; (3) Unemployment Case Files; (4) Office of Special Counsel Investigations; (5) Civil Rights Complaints and Appeals; (6) Salary Overpayments; (7) Touhy Requests; (8) Subpoenas; (9) Reasonable Accommodation Requests from the Public; (10) General Litigation Case Files; (11) Civil Monetary Penalties Case Files; (12) Representative Sanctions Case Files; and (13) Federal Tort Claims Act (FTCA) Files.	
	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?	No	
GRS or Superseded Authority Citation	N1-047-10-04-Ia N1-047-10-04-Ib N1-047-10-04-Ic N1-047-10-04-I d N1-047-10-04-I-L N1-047-10-04-1h	

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N1-047-10-04-1k
N1-047-10-04-1j
N1-047-10-04-1e2
N1-047-10-04-IE-1
N1-047-10-04-IE-2
N1-047-10-04-I-G-1
N1-047-10-04-I-G-2
N1-047-10-04-I-G-3
N1-047-10-04-I-i-1
N1-047-10-04-I-i-2
N1-047-10-04-I-i-3
N1-047-10-04-1n
N1-047-10-04-2c
N1-047-95-04-I-A
N1-047-95-04-II-A
NC-047-75-3-7a1

Disposition Instruction

Cutoff Instruction

Cut off is annual; unless specified otherwise.

Retention Period

Delete/Destroy 3 to 10 years after cutoff, but longer retention is authorized if required for business use.

Additional Information

GAO Approval

Not Required

5 OGC Administrative Support Functions, and Information Technology Systems and Files

Disposition Authority Number DAA-0047-2017-0008-0005

Includes, but not limited to: legal management information and docketing system files, including management information systems that track OGC assignments, workloads, dockets court cases and outcomes (including legal advice, opinions, and legal decisions), and Monthly Activity Reports.

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

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Records Schedule: DAA-0047-2017-0008

GRS or Superseded Authority Citation	N1-047-10-4-2d N1-047-10-4-2e NC1-047-81-16
Disposition Instruction	
Cutoff Instruction	Cut off is annual; unless specified otherwise.
Retention Period	Delete/Destroy 10 to 25 years after cutoff, but longer retention is authorized if required for business use.
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
06/11/2019	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

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