

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-047-04-1</i>	
1 FROM (Agency or establishment) Social Security Administration		Date Received <i>2/4/04</i>	
2 MAJOR SUB DIVISION Office of Facilities Management		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Protective Security Services		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Bill White	5 TELEPHONE (410) 965-2596	DATE <i>1/28/04</i>	ARCHIVIST OF THE UNITED STATES <i>Howard Louch</i>
<p>6 AGENCY CERTIFICATION</p> <p>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 on the attached <u>3</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE <i>1/20/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE Bobbi Kagen <i>Bobbi Kagen</i>	TITLE SSA Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Social Security Administration Surveillance Recordings See Attachment		

SA copy sent to Agency

1.

**Social Security Administration's
Surveillance Recordings**

Surveillance Recordings that include the inside activities as well as the outside activities of the Social Security Administration (SSA) Headquarters' Building, the National Computer Center, outlying Buildings and SSA offices in the field. The General Records Schedules (GRS 21, Item 18.) requires Federal agencies to: Destroy when 6-months olds.

Proposed Disposition:

Delete/Destroy recordings when 30 days old or when no longer needed for evidence or reference related to incidents or studies, whichever is later. Reuse media to create sequential recordings and destroy media when no longer usable.

Filing instruction:

Remove camera tape from VCRs after 24-hours recording and store for 30-days, then reuse. Destroy camera tapes when no longer useable.

Agency Concurrence:

Mary Buchanan
Office of Protective Security Services

1/20/04
Date

Bobbi Kaplan
SSA Records Officer
OPLM, CHLRM

1/20/04
Date