

REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-047-06-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/2/06	
1. FROM Social Security Administration		NOTIFICATION TO AGENCY	
MAJOR SUBDIVISION Office of International Programs		In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
MINOR SUBDIVISION Office of Disability and Income Security Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Regina Martin, SSA Records Officer	TELEPHONE NUMBER 410-965-5555 410-966-1704 (fax)	DATE 5/14/07	ARCHIVIST OF THE UNITED STATES John W. ...
<p>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>5</u> page(s) are not needed now for the business for 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      <input type="checkbox"/> has been requested</p>			
DATE 2/24/06	SIGNATURE OF AGENCY REPRESENTATIVE Regina S. Martin		TITLE Records Officer
7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS  Special Veterans Benefits (SVB)  Office of Origin Office of Disability and Income Security Programs, (ODISP) Office of International Programs Social Security Administration Ms. Catherine Clark 1104 West High Rise Building 6401 Security Boulevard Baltimore, MD 21235-6401  Scheduling Authority Social Security Administration Deputy Commissioner for Finance, Assessment & Management Center for History, Library & Records Management Regina Martin, SSA Records Officer Room 1500 Annex Building 6401 Security Boulevard Baltimore, MD 21235-6401 410-965-5555		

SA copies sent to Agency, NWMW, NR

**Social Security Administration Title VIII SVB Claims Development System (SVB)  
and the Management Information System (Website/Intranet)**

**SSA Title VIII Claims Development System**

This system, which uses the medium of the Social Security Claims File (N1-047-05-1) to collect and store SVB records, contains all information necessary and vital to processing an SVB claim and includes identifying information such as the applicant's name, Social Security Number (SSN) and date of birth (DOB); telephone number (if any); foreign and domestic addresses; the applicant's sex; and other information provided by the applicant, relative to his or her entitlement for SVB.

In cases where an applicant's claim for SVB benefits is denied, this system of records will include the denial reason and date and any information relative to the appellate process. There will also be a number of data elements in the proposed system pertinent to the beneficiary's continued eligibility. These include payment, foreign residence information and other elements that will help regional and local offices maintain the tracking and management information required to administer the SVB program efficiently.

If the beneficiary has a representative payee, the system of records will maintain data about the representative payee such as the payee's SSN, employer identification number, if applicable; mailing address/residence; DOB; and place of birth.

Further, SSA will maintain this SVB information about the claimant in the proposed new system of records and the altered system of records in electronic form, in the computer data systems, and in paper form.

**Management Information System (Website/Intranet)**

All information in this system of records is maintained under the claimant/beneficiary's name and SSN. The system of records is designed to permit electronic entry and retrieval of claims development and tracking and management information about Title VIII SVB claims. This electronic record contains data applicable to the Special Veterans' eligibility for Title VIII SVB and facilitates efforts to control and track this workload from the initial inquiry and application to further development.

The system of records also maintains information about the implementation of Title VIII to permit allocation of resources, budget projections and workload management. The information contained in this system of records is centralized on a website allowing access by the regional and field offices to nationally consolidated data.

**Proposed Disposition:**

Subject to specific exceptions determined by SSA whereby records would be retained for a longer period of time, SSA will adhere to the following disposition schedule:

## Disposition Instructions

### 1. Inputs

Disposition. TEMPORARY. Delete/destroy after record keeping copy has been placed in the claim file and verified.

### 2 Claim File

#### A. Denied Claims:

##### 1) Hard copies:

Disposition: TEMPORARY Destroy 2 years after the adjudication date.

##### 2) Data compiled from SSA 2000 Forms and entered as data files on SSA's Special Veterans Benefits Intranet site:

Disposition: TEMPORARY. Destroy 10 years after the date of denial, or when no longer needed for referencing or update, whichever is later.

##### 3) ~~For machine-readable records, word processing, e-mail, and other office automation systems:~~

~~Disposition: TEMPORARY. Delete when file copy is generated and verified, or when administrative need no longer exists for reference or updating, whichever is later.~~

GRS 20, Item 3

#### B. Awarded claims:

##### 1) Hard copies for claims including those currently in pay status:

Disposition: TEMPORARY. Destroy 6 years after the adjudication date of the most recently awarded claim, provided the claim does not contain post entitlement material less than 6 years old

##### 2) The SSA Supplemental Security Record formatted as a Special Veterans Benefit Record:

Disposition: TEMPORARY. Destroy 6 years after the adjudication date of the most recently awarded claim, provided the claim does not contain post entitlement material less than 6 years old.

##### 3) Data compiled from SSA 2000 Forms and entered as data files on SSA's Special Veterans Benefits Intranet site.

Disposition. TEMPORARY. Destroy 10 years after the date of payment termination, or when no longer needed for referencing or update, whichever is later.

4) For post-entitlement records:

Disposition: TEMPORARY. Destroy 6 years after the action is processed to completion.

5) Claims in Suspense:

Disposition. TEMPORARY. Delete/destroy the claim file record 6 years after the date the suspension is lifted if no other item applies to this schedule.

6) ~~For machine-readable records, word processing, e-mail, and other office automation systems:~~

~~Disposition: TEMPORARY. Delete when file copy is generated and verified, or when administrative need no longer exists for reference or updating, whichever is later~~

GRS 20, Item 3

3. Outputs

A. Management information reports for purposes of the proper administration of Title VIII of the Social Security Act.

Disposition: TEMPORARY. Management information reports are deleted when no longer needed for reference or updating management information.

4. ~~Documentation:~~

~~Those documents that provide a narrative description of the physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position; and a description of the form of the data (such as alphabetic, zoned decimal, packed decimal, or numeric); or a data dictionary or the equivalent information associated with a database management system, including a description of the relationship between data elements in data bases; and any other technical information needed to read or process the records~~

~~Disposition: TEMPORARY Cutoff when the system is superseded and/or replaced. Delete/destroy 2 years after cutoff date or when no longer needed for reference, whichever is later.~~

GRS 20, Item 11a

5. Exceptions:

Any claims or post entitlement folder or documentation where fraud or abuse is under

investigation or legal action is underway, and/or anyone on the record is or potentially could be affected by a court case (including class actions), will be retained until the conclusion of the investigation or legal action. This is true for both awarded and denied claims.

1. When there is an underpayment outstanding, the claim will not be destroyed until 2 years after that individual's termination event.
2. When there is an overpayment outstanding, the claim will not be destroyed until 10 years after all collection actions have terminated.
3. For entitled beneficiaries: In those limited situations where SSA's electronic file contains insufficient information for maintenance of the record (e.g., paper special determination material), the hardcopies will not be destroyed until 2 years after the final determination date.
4. Transaction information and payment histories for awarded claims, including those currently in pay status, are maintained until no longer needed for reference or update purposes on SSA's electronic databases (Supplemental Security Record formatted as a Special Veterans Benefit Record).

General Counsel Statement

I have reviewed the records and their respective proposed dispositions. I am of the opinion that the records will be maintained for a period of time sufficient to protect the legal and financial rights of the government and of the people directly affected by the Agency's activities.

*C. de Soto*

SSA General Counsel

2/21/06  
Date

Agency Concurrence:

*Leo A. DeMouss*

Representative  
ODISP

1/18/06  
Date

*Reggie S. Martin*

SSA Records Officer  
OPLM, CHLRM

2/24/06  
Date