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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | N1-47-09-02 | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | Date received 9-21-2009 | |
| 1 FROM Social Security Administration | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Office of Earnings, Enumeration, and Administrative Systems | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION Division of Enumeration | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Joyce Huber, SSA Records Officer | 5 TELEPHONE NUMBER 410-597-1819 410-966-1704 (fax) | DATE 22 June 12 | ARCHIVIST OF THE UNITED STATES |
| <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>6</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 Government Accountability Office (GAO), 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 9-10-09 | SIGNATURE OF AGENCY REPRESENTATIVE | | 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 Social Security Administration Records, the Master Files of Social Security Number (SSN) Holders and SSN Applications – the Enumeration System Office of Origin: Deputy Commissioner for Systems Office of Earnings, Enumeration & Administrative Systems 3103 Operations Building 6401 Security Blvd Baltimore, MD 21235-6401 Scheduling Authority: Social Security Administration Deputy Commissioner for Budget, Finance, and Management Center for Records Management Joyce Huber, SSA Records Officer Room 1524 Annex Building 6401 Security Boulevard Baltimore, Maryland 21235-6401 410-597-1819 | NN-172-110 NC-47-76-7 NC1-047-76-007 NC1-047-77-21 NC1-47-84-5 N1-047-94-002 | |

Master File of Social Security Number (SSN) Holders and SSN Applications (1936 – present)

This schedule provides authoritative instructions for the retention of mission-related agency information contained in the *Master Files of Social Security Number (SSN) Holders and SSN Applications* system (SSA system number 60-0058, commonly known as the "Enumeration System)," regardless of media

The system contains a record of each individual who has applied for a Social Security number (SSN), or a replacement card

The SSN is a nine-digit number used for Social Security program purposes and non-program purposes, as authorized under the Social Security Act See 71 Fed Reg 1815-1816 for a complete summary of Enumeration purposes SSA has assigned over 450 million Social Security Numbers since 1936 Prior to 1972, SSN(s) were issued in SSA field offices Since 1972, SSN(s) have been issued centrally

Generally, unique, life-long SSN(s) are assigned to a United States citizen or an alien lawfully admitted and authorized to work in the U S in connection with programs under the Social Security Act, as well as to eligible taxpayers and their dependents for purposes of reporting taxable income to the Internal Revenue Service (IRS) Through the Enumeration at Birth (EAB) program, children can be issued an SSN and SSN card when they are born SSNs are also assigned to an alien who cannot provide evidence of lawful admission or to an alien who can document lawful admission but who does not have authority to work in the United States In those cases the applicant must provide a valid non-work reason for the need for an SSN, to satisfy the Federal statute and receive the entitlement In other cases, the applicant may need an SSN to satisfy a State or local law that requires an SSN to receive public assistance This SSN will have an annotation in the system stating "for non-work purposes" and the card will read "Not Valid for Employment "

In addition, a record is created in the system for individuals who applied for an SSN but who were denied due to one of the following his/her application was supported by documents suspected to be fraudulent and are being verified by the issuing agency, or have been determined to be fraudulent, or fraud is not suspected but further verification of information is needed, or for individuals whose application process has not been completed

The system contains three main components and processes, each of which supports the processing of Social Security cards the Social Security Number Application Process System (SSNAP), the Automated Enumeration Screening Process, and the Numident Daily Update

1. Inputs

Inputs to the system come from the SS-5 (Application for Social Security Card), or are entered into the system by SSA Operational Components such as Field offices, Enumeration Centers, and Teleservice Centers Inputs are also added by staff at Foreign Service Posts,

State Bureaus of Vital Statistics for Enumeration at Birth (EAB), and via a transfer through the Department of Homeland Security for Enumeration at Entry (EAE) Inputs include, but are not limited to

~~a) Application for a Social Security Number (paper and electronic) - SS-5~~

~~Form completed by applicant or his/her representative to obtain a Social Security Number or replacement card Also includes documentation to support the application-~~

~~Disposition TEMPORARY, destroy after documentation verified and application entered into the Enumeration System (GRS 20, items 1 and 2)~~

~~b) Microfilm~~

~~Copy of completed SS-5 forms and supporting documentation, will be replaced by SSNAP system (see item 1(c) These records date back to 1936 Records entered prior to the implementation of SSNAP will remain on microfilm and will not be replaced by SSNAP-~~

~~Disposition PERMANENT, to be retained by agency (ITEM WITHDRAWN)~~

~~c) Social Security Number Application Process System (SSNAP)~~

~~The portion of the Enumeration System that includes all processing and administrative records that support the enumeration process This includes information on verification documents Records from SSNAP feed into the Numident component (see Item 3a) via the Automated Enumeration Screening Process of the larger enumeration process-~~

~~Disposition TEMPORARY - to be retained by agency for as long as is needed for business purposes (GRS 20, items 1 and 2)~~

~~d) Death Records~~

~~Records of death for input into the system, these are typically submitted by the individual State governments, but may also come from other sources, such as the Veterans Administration (VA), Department of Defense, Centers for Medicare and Medicaid Services (CMS), and the Railroad Retirement Board~~

~~Disposition TEMPORARY - to be retained by agency for as long as is needed for business purposes (GRS 20, items 1 and 2)~~

2 Master File of Social Security Number (SSN) Holders and SSN Applications (Enumeration System)

This system contains all of the information received during the application process for Social Security Numbers (SSNs) and replacement cards for citizens and non-citizens, and is used to track applications submitted with suspect or fraudulent documents to prevent automatic processing of subsequent applications (See 71 Federal Register 1815 for detailed information on what the system contains and administrative uses)

Information on the SS-5 application includes the applicant's name, current mailing address, citizenship, sex, race/ethnic description (optional), date and place of birth, mother's maiden name and SSN, and father's name and SSN (A parent's SSN is retained only for applicants under the age of 18) The system contains any changes in information on the application submitted by or for the SSN holder (e g , changes in name or marital status), as well as any additional information provided by or for applicants to verify the identity of the applicant When SSA assigns an SSN to an individual, the agency creates an entry in the system

Disposition TEMPORARY, destroy 300 years after date of enumeration, or when no longer needed for Agency business, whichever is later

3. Outputs

The most considerable outputs from the system are the SSN cards that are issued to the individuals or individuals acting on their behalf, who applied for an SSN card or replacement card

a) Numident

The official system of record for all Social Security card holders The Enumeration System includes a file called the Numident The Numident is the master record created after an SSN has been assigned to an individual Information in the record includes the applicant's full name and SSN, date of birth, place of birth, citizenship, sex, race/ethnic description (optional), date and place of birth, mother's maiden name and SSN, and father's name and SSN It also includes information regarding any subsequent changes made to the applicant's record, including name changes

Disposition PERMANENT Cutoff to occur at the end of each calendar year in which the individual is reported and verified as deceased Transfer to the National Archives in five-year blocks when the most recent records are five years old (for example, records closed 2015 through 2020 will be transferred in 2025)

Initial transfer to occur upon the signing of this schedule, and will include an electronic copy of all unique Numident records for deceased persons or, absent a record of death, for persons whose date of birth indicates that they are 110 years old or older


Subsequent transfers will include an electronic copy of all unique Numident records for persons who have died since the previous transfer of Numident records or, absent a record of death, whose date of birth indicates that they are 110 years old or older

b) **Management Information (MI) System / SSA Unified Measurement System**

~~This file is also used as a means of providing an historical account of all activity on a particular individual's account number. This information is derived from files sent to the MI System by the Enumeration System (Scheduled by N1-47-75-07)~~

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.




SSA General Counsel
ACTING


9/10/2009

Date


Agency Concurrence



Associate Commissioner, Office of Facilities Management



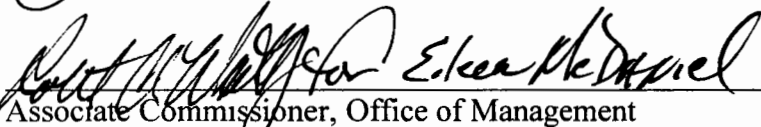
Date



Associate Commissioner, Office of Publications &
Logistics Management

9/10/2009

Date



Associate Commissioner, Office of Management

9/10/2009

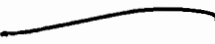
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Associate Commissioner, Office of Automation Support

9/10/2009

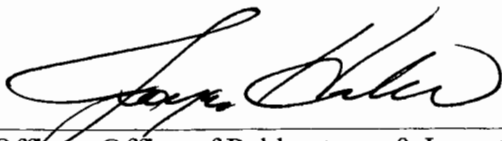
Date



Associate Commissioner, Office of Public Service &
Operations Support



Date



SSA Records Officer, Office of Publications & Logistics
Management, Office of Document Management, Center for
Records Management

9-16-09

Date