

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-47-09-04	
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 Retirement and Survivors Insurance 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Title 2 Control and Queries			
4 NAME OF PERSON WITH WHOM TO CONFER Joyce Huber, SSA Records Officer	5 TELEPHONE NUMBER 410-597-1819 410-966-1704 (fax)	DATE 23 Aug 2011	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 6 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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  <b>Social Security Administration Records, The Master Beneficiary Record – (MBR) Office of Origin:</b> Deputy Commissioner for Systems Office of Retirement and Survivors Insurance Systems 4400 West High Rise Building 6401 Security Blvd Baltimore, MD 21235-6401  <b>Scheduling Authority:</b> 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	N1-047-90-001	

## I. Master Beneficiary Record

This schedule provides authoritative instructions for the disposition of mission-related agency information contained in the *Master Beneficiary Record (MBR)* regardless of media. It grants authority for the disposition of existing and future MBR records.

### Master Beneficiary Record (MBR)

Generally, the MBR consists of a system of electronic records that contain certain information about all Social Security beneficiaries who are, or were, entitled to receive Retirement and Survivors Insurance (RSI) or Disability Insurance (DI) benefits under Title II of the Social Security Act (the Act) or to be enrolled in the Hospital or Supplementary Medical Insurance (SMI) programs under Title XVIII of the Act. The record system includes individuals who have received an RSI or DI payment since November 1978 - even if their payment is not part of an ongoing award of benefits, individuals (non-claimants) on whose earnings records former spouses apply for RSI or DI benefits, persons who are only enrolled in the HI or SMI programs, and claimants whose benefits have been denied or disallowed.

An MBR for an individual is established on an account basis when an initial claim action is received. The system also contains short references to records for persons entitled to Supplemental Security Income (SSI) payments, Black Lung benefits or Railroad Retirement Board benefits. The MBR also houses a record of the amount of Federal tax withheld on benefits paid to nonresident aliens and the aggregate amount of benefit payments, repayments and reductions with respect to an individual in a calendar year. A record is maintained under each individual's Social Security number (SSN). However, if the individual has filed on another person's SSN, only a short "pointer" record is maintained. Personal and general data about the claim is maintained under the SSN of that claim. Data about the claimant can be accessed using the claimant's SSN or the SSN on which benefits have been awarded or claimed.

#### A. ~~Inputs~~

~~Inputs to the MBR are fed from data collection screens used by Agency employees during the application process, data collection screens used by applicants or their representatives on their own computers when applying online, automated matches with other internal and external record systems, and similar processes.~~

~~Disposition: Temporary. Destroy/delete when information is entered into the master file and verified.~~

GRS 20, item 2+3

#### B. ~~Outputs~~

~~The MBR provides for an account of activity on a particular individual's record. In addition, statistical figures are derived from the MBR for actuarial and management purposes. See 71 Federal Register 1826-1829 for other uses of MBR system record outputs.~~

~~Disposition: Temporary. Destroy/delete when no longer needed for business purposes or after 3 years - whichever is later.~~

GRS 20, item 16

### C. Master File

The MBR under an individual's SSN contains data about a claim record. SSA stores such data in the MBR to respond to inquiries, generate follow-ups on beneficiary reporting events, computer exception processing, statistical studies, conversion of benefits, and generating records for the Department of the Treasury to pay the correct benefit amount. The content of this information includes personal identification data about an individual, such as name, date of birth, Social Security number, marital status, spouse's and children's information, benefit amounts, current address and direct deposit data as well as processing actions taken that affected entitlement to benefits and the amount of benefit payment. Reference to an SSN record on the MBR would be expected to occur during the lifetime of the number holder, during the lifetime of the number holder's auxiliary beneficiary, or after both such lifetimes.

When a beneficiary or representative reports certain changes to the claimant's status or information, the facts are updated in the MBR.

#### **There are three types of data for each claim account number:**

**Account data:** This includes the primary insurance amount, insured status of the SSN holder (if no monthly benefits are payable), data relating to the computation (use of military service credits, railroad retirement credits, or coverage credits earned under the Social Security system of a foreign country when the claim is based on a totalization agreement), and, if only survivor's benefits have been paid, identifying data about the SSN holder (full name, date of birth, date of death and verification of date of death).

**Payment data:** This includes the payee's name and address, data about a financial institution (if benefits are sent directly to the institution for deposit), the monthly payment amount, amounts of any existing overpayments on the record with documentation of its recovery.

**Beneficiary data:** This includes personal information (name, date of birth, sex, date of filing, relationship to the SSN holder, other SSNs, benefit amount and payment status), and if applicable, information about a representative payee, data about disability entitlement, worker's compensation offset data, estimates and reports of earnings, or student entitlement information.

**Disposition: Temporary.**

**Destroy/delete the MBR record on an individual's SSN 300 years after the number holder's date of birth.**

## **Guidance**

The following are examples where claims will be maintained beyond the scheduled period for destruction

1 Fraud, Abuse or Misuse -- All claim file records where possible fraud, abuse or misuse have been identified or are involved in investigations of fraud, abuse or misuse will not be destroyed until the Office of the Inspector General provides approval to release such protection

2 Court Cases -- All claim file records involved in pending court cases or class actions will be protected from destruction until completion of all the legal actions and the Office of the General Counsel provides approval to release such protection

**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

*Thomas W. Crowley*  
\_\_\_\_\_  
SSA General Counsel  
*ACTING*

*9/10/2009*  
\_\_\_\_\_  
Date

**Agency Concurrence**

\_\_\_\_\_  
\_\_\_\_\_  
Associate Commissioner, Office of Facilities Management

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\_\_\_\_\_  
Date

*James J. [Signature]*  
\_\_\_\_\_  
Associate Commissioner, Office of Publications &  
Logistics Management

*9/10/2009*  
\_\_\_\_\_  
Date

*[Signature] for Eileen McDaniel*  
\_\_\_\_\_  
Associate Commissioner, Office of Management

*9/10/2009*  
\_\_\_\_\_  
Date

*[Signature] Russell*  
\_\_\_\_\_  
Associate Commissioner, Office of Automation Support

*9/10/2009*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Associate Commissioner, Office of Public Service &  
Operations Support

\_\_\_\_\_  
\_\_\_\_\_  
Date

*Joseph Markovic for Pamela Mazerick*

Associate Commissioner, Office of Quality Data  
Management

*9/10/09*

Date

*Diana Andrews*

Associate Commissioner, Office of Disability Systems

*9/10/09*

Date

*Terry Skarvan for Zolt Zichowski*

Associate Commissioner, Office of Retirement &  
Survivors Insurance Systems

*9/10/09*

Date

*Don Parney for Tom Grzymski*

Associate Commissioner, Office of Enterprise Support,  
Architecture & Engineering

*9/10/09*

Date

Associate Commissioner, Office of Earnings,  
Enumeration & Administrative Systems

Date

Associate Commissioner, Office of Applications &  
Supplemental Security Income Systems

Date

Associate Commissioner, Office of Electronic Services

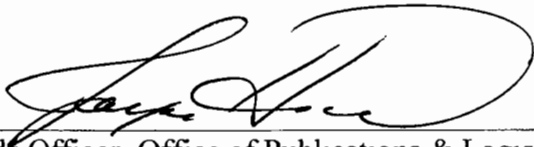
Date

*Marti Eckert for Phil Becker*

Associate Commissioner, Office of Telecommunications &  
Systems Operations

*Sept 10, 2009*

Date



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

9-10-09

Date