

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-47-09-5	
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 Applications and Supplemental Security Income 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 SSI Processing Systems			
4 NAME OF PERSON WITH WHOM TO CONFER Joyce Huber, SSA Records Officer	5 TELEPHONE NUMBER 410-597-1819 410-966-1704 (fax)	DATE 27 Aug 11	ARCHIVIST OF THE UNITED STATES 
6 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 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Supplemental Security Income Record – (SSR) Office of Origin:</b> Deputy Commissioner for Systems Office of Applications and Supplemental Security Income Systems 2100 Operations 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	<del>NC-047-76-007</del> LAME <del>NCI-047-77-21</del> LAME NCI-47-79-6 NCI-47-79-12	

## I. Supplemental Security Income Record and Special Veterans Benefits

This schedule provides authoritative instructions for the disposition of mission-related agency information contained in the *Supplemental Security Income Record and Special Veterans Benefits (SSR)* regardless of media. It grants authority for the disposition of existing and future SSR records.

### Supplemental Security Income Record and Special Veterans Benefits (SSR), 1974 – present

The SSR consists of a system of electronic records that contain certain information about every individual who has applied for Supplemental Security Income (SSI) payments under Title XVI of the Social Security Act, including individuals who have requested an advance payment, SSI recipients who have been overpaid, and ineligible persons associated with an SSI recipient. The SSR also covers individuals who have applied for and who are entitled to the Special Veterans Benefits (SVB) under Title VIII of the Act. It does not cover applicants who do not have a Social Security Number (SSN).

The SSR is part of the Supplemental Security Income (SSI) System. The SSI System sends daily information to the SSR database to record changes, deletions, and the establishment of new records. Compilations shown on the SSR are the result of inputs that create, correct, and update the record. This data is accessed through online and offline query systems.

This file contains records for all SSI recipients, both past and present. The details are organized into segments. Within each segment there are fields containing specific identifying data for the primary individual such as the applicant's name, sex, Social Security number (SSN), date of birth, address, telephone number, income and resource data, payment amounts (including overpayments), and other information provided by the applicant relative to his or her eligibility for SSI or SVB payments. If the recipient has a representative payee, the representative payee's SSN, mailing address, and any applicable employer identification numbers are also displayed in the record.

Data contained in the SSR is obtained predominantly from the applicant for SSI and SVB payments and is for the most part currently derived from the Modernized Supplemental Security Income Claim System (MSSICS). The states and other Federal agencies (such as DVA, Treasury and IRS) also provide applicable information.

#### A. Inputs

SSI records begin in Social Security field offices and teleservice centers where an individual or couple files an application for SSI payments. SVB records begin in Social Security field offices and the Veterans Affairs Regional Office where an individual files an application for SVB payments. The SSI and SVB applications contain data that may be used to prove the identity of the applicant, to determine his/her eligibility for SSI payments, and in cases where eligibility is determined, to compute the amount of the payment. Data used internally to control and process SSI and SVB cases along with information from the application are used to create and build the SSR. The SSR is used as a means of providing an historical record of all activity on an individual's or couple's record. See 71 Federal Register 1834 for other sources of inputs.

GRS 20

**Disposition: Temporary. Delete/destroy when information is entered into the master file and verified.**

~~GRS 20 LAMc 5-3-2011~~

**Item 1. B. Outputs - Applicant History Requests**

The SSR is used, as a means of providing an account of all activity on a particular individual or couples record. In addition, statistical figures are derived from the SSR for actuarial and management information. Please refer to 71 Federal Register 1830-1833 for a more detailed description of the SSR outputs.

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

**Item 2. C. Master File – Supplemental Security Income Record and Special Veterans Benefits**

The SSR contains a record for each individual who has applied for SSI benefits under Title XVI of the Social Security Act and for SVB under Title VIII of the Act.

This file contains data regarding SSI eligibility such as applicant's name, SSN, date of birth, citizenship, residence, income and resources, marital status, names of spouses/children, Medicaid eligibility, eligibility for other benefits, applicable alcoholism or drug addiction data, payment amounts (including the date and amount of advance payments), overpayment amounts (including identifying characteristics of each overpayment - e.g., name, SSN, address of the those persons involved, recovery efforts made, and the date of each action and planned future actions), date and amount of advance payments, living arrangements, applicable appellate decisions, SSN to identify a particular individual if applicable, information about representative payees, the State Welfare number in conversion cases, and a history of changes to any of the persons who have applied for SSI payments.

This file also contains information about applicants for SVB. The information maintained in this system of records is collected from applicants for Title VIII SVB, and other systems of records maintained by SSA. The information maintained includes a data element indicating this is a Title VIII SVB claim. It also includes identifying information such as the applicant's name, SSN and date of birth, telephone number, foreign and domestic addresses, sex, income data, and payment amounts - including overpayment amounts.

Decisional data input by SSA representatives, and interface data from within SSA and external exchanges, are used to make determinations of payment eligibility. See 71 Fed Reg 1830-1833 for other SSR uses.

Updated data (e g , from claimant reports), leads to an update of the individual's SSR record to show eligibility determinations, dates of payment and amounts due, and post-adjudicative activities involved in determining eligibility/payment amounts

**Disposition: Temporary.**

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

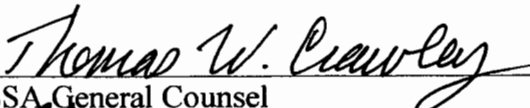
### **Guidance**

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

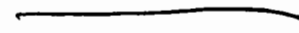
**General Counsel Statement**


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.

  
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SSA General Counsel  
*Acting*

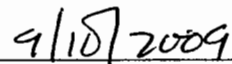
  
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**Agency Concurrence**

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

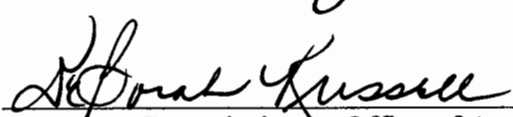
  
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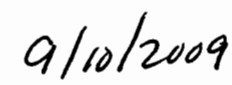
  
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Associate Commissioner, Office of Publications &  
Logistics Management

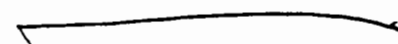
  
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Associate Commissioner, Office of Management

  
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Associate Commissioner, Office of Automation Support

  
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Date

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

  
\_\_\_\_\_  
Date

*Joseph Markovic for Pamela Mazeraki*

Associate Commissioner, Office of Quality Data  
Management

*9/10/09*

Date

*Diana Andrews*

Associate Commissioner, Office of Disability Systems

*9/10/09*

Date

\_\_\_\_\_

Associate Commissioner, Office of Retirement &  
Survivors Insurance Systems

Date

*Don Pang for Tom Grzynski*

Associate Commissioner, Office of Enterprise Support,  
Architecture & Engineering

*9/10/09*

Date

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Associate Commissioner, Office of Earnings,  
Enumeration & Administrative Systems

Date

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Associate Commissioner, Office of Applications &  
Supplemental Security Income Systems

Date

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Associate Commissioner, Office of Electronic Services

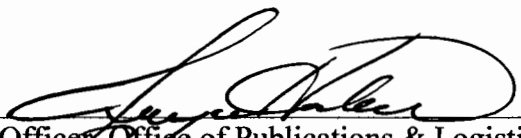
Date

*Matt 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