

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-47-10-3	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received 4/19/2010	
1 FROM Social Security Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Commissioner		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Executive Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Joyce Huber, SSA Records Officer	5 TELEPHONE NUMBER 410-597-1819 410-966-1704 (fax)	DATE 10 Jun 10	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>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 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 5-3-10	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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, Office of the Commissioner Files Office of Origin: Office of the Commissioner Office of Executive Operations 936 Altmeyer 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	NC-047-76-6 N9-47-00-01	

Office of the Commissioner Records

This schedule provides authoritative instructions for the permanent retention of administrative and programmatic records, regardless of media, that are specific to the Office of the Commissioner. These files are maintained in the Office of Executive Operations located in the Office of the Commissioner. It grants authority for the permanent retention of existing and future Commissioner's Office records.

A. Decisions in the Office of the Commissioner

These records consist of official copies of formal decisions made by the Commissioner of Social Security, the Deputy Commissioner of Social Security, the Chief of Staff, the Deputy Chief of Staff, the Executive Secretary or by other executive personnel located in the Office of the Commissioner and acting on the Commissioner's behalf.

Disposition: Permanent.

Cut off records at the end of the fiscal year. Pre-accession individual electronic files to the National Archives 5 years after cutoff. Legally transfer records in an acceptable format (following current CFR guidelines) to the National Archives annually, 10 years after cutoff.

B. Official Correspondence Files

These records consist of official copies of all correspondence and associated background materials originating in, or sent to, the Office of the Commissioner (including copies of incoming documents, comments, drafts, emails, etc.) This correspondence deals with the ongoing administrative and programmatic functions of the agency and can be addressed to, or sent from, sources both internal (e.g., Deputy Commissioners, General Counsel, etc.) or external (e.g., Senators, Representatives, Governors, etc.) to the agency.

Disposition: Permanent.

Cut off records at the end of the fiscal year. Pre-accession individual electronic files to the National Archives 5 years after cutoff. Legally transfer records in an acceptable format (following current CFR guidelines) to the National Archives annually, 10 years after cutoff.

C. Minutes of Executive Staff Meetings

These records consist of minutes of meetings of the executive staff, composed of the Commissioner, the Deputy Commissioner, and Deputy Commissioner-level personnel (e g , Chief Information Officer, Chief Economist, General Counsel, etc)

Disposition: Permanent.

Cut off records at the end of the fiscal year. Pre-accession individual electronic files to the National Archives 5 years after cutoff. Legally transfer records in an acceptable format (following current CFR guidelines) to the National Archives annually, 10 years after cutoff.

D. Correspondence Control Logs

These logs reflect the assignment and disposition of incoming controlled correspondence

Disposition: Permanent.

Cut off records at the end of the fiscal year. Pre-accession individual electronic files to the National Archives 5 years after cutoff. Legally transfer records in an acceptable format (following current CFR guidelines) to the National Archives annually, 10 years after cutoff.