**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

| To | NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
|    | 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 |
| Date received | 4/19/2010 |

| FROM | Social Security Administration |
| MAJOR SUBDIVISION | Office of the Commissioner |
| MINOR SUBDIVISION | Office of Executive Operations |

| NAME OF PERSON WITH WHOM TO CONFER | Joyce Huber, SSA Records Officer |
| TELEPHONE NUMBER | 410-597-1819 | 410-966-1704 (fax) |

| 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 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, is not required |

| DATE | 5-3-10 |
| SIGNATURE OF AGENCY REPRESENTATIVE |
| TITLE | Records Officer |

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>SEE ATTACHED SHEETS</td>
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**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

| GRS OR SUPERSEDED JOB CITATION | NC-047-76-6 | N9-47-00-01 |
| ACTION TAKEN (NARA USE ONLY) |

115-109  
PREVIOUS EDITION NOT USABLE
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. Transfer records to the National Archives annually, 10 years after cutoff.

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. Transfer records to the National Archives annually, 10 years after cutoff.

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. Transfer records to the National Archives annually, 10 years after cutoff.

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. Transfer records to the National Archives annually, 10 years after cutoff.

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.