

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-47-87-4	DATE RECEIVED 4-22-87
1 FROM (Agency or establishment) Department of Health & Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Social Security Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Disability			
4 NAME OF PERSON WITH WHOM TO CONFER William H. Jones	5 TELEPHONE EXT 934-5770	DATE 7-29-87	ARCHIVIST OF THE UNITED STATES <i>Frank J. Burke</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B DATE 4/20/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
7	<u>Vocational Rehabilitation Reimbursement Case Processing System Records</u> These records are used to determine whether a state vocational rehabilitation agency (VRA) or alternate participant can be reimbursed for the cost of vocational rehabilitation (VR) services provided to individuals while they are entitled to or eligible for Social Security benefits and/or Supplemental Security Income (SSI) payments based on disability or blindness. The records consist of the hardcopy claim from the VRA for reimbursement of VR services, and electronic master file and control file of the claim and a subfile used for producing management information reports. <u>1. Case Folders</u> These files contain the signed claims from the VRA, evidence of employment, master beneficiary/supplemental security record (MBR & SSR) printouts, SSA's certification that the individual worked the required amount of time, and the worksheet used to compute the amount of payment. <u>Proposed Retention</u> Destroy 6 years, 3 months after close of the fiscal year in which final adjudication was made (GRS 6-1-a). <i>Copies to agency, NCF, NNF, NNSR</i>	GRS 6-1-a	<i>6 items</i>

2. Management Information Reports

These reports are published quarterly by the Agency and are cumulative; thus, the fourth quarter report serves as an annual report. They contain statistical and fiscal data on the number of VR cases. The information published in these reports is more detailed than other VR published data.

Proposed Retention

- a. Fourth Quarter Summary (Annual) Report: Permanent. Offer one copy of each report to the National Archives in ~~10~~-year blocks.
- b. Other quarterly reports and other office copies of fourth quarter report:

Dispose of when no longer needed.

3. Vocational Rehabilitation Claim Reimbursement Master System

This electronic master system is created from the claims received from the VRAs and supplemented by data from other SSA systems such as the MBR and SSR. Each file on the system contains records about the individual receiving VR services and his or her SSA claim.

Proposed Retention

Drop individual files from system 48 years after final action. (Forty-eight years is the period of time (from age 18 through 65) in which an individual may be eligible for VR services. This retention period will ensure that records of individuals will be preserved through recurring periods of pay status for SSA claims and potential VR services.)

4. Management Information Database

This database is derived from the Master System (above) and has been purged of all personal data. It is used to generate the quarterly management information reports.

Proposed Retention

Archive each database used to create Fourth Quarter Summary Reports and destroy when 15 years old.

5. Master Control Record

This is an electronic index of all claims and inquiries received. It documents folder and/or disc/record movement and location and serves as an internal control established on all claims and inquiries received. It is used primarily to prevent duplicate payments and is accessed each time a new claim or inquiry is received.

Proposed Retention

Drop individual records when no longer needed for control purposes.