

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	N1-47-89-2
1 FROM <i>(Agency or establishment)</i>		DATE RECEIVED	3-6-89
2 MAJOR SUBDIVISION <u>Department of Health & Human Services</u>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <u>Social Security Administration</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER William H. Jones	5 TELEPHONE EXT FTS 965-2593	DATE 7/14/89	ARCHIVIST OF THE UNITED STATES <i>Claudia [Signature]</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 2/27/89	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<u>Vocational Rehabilitation Reimbursement Case Processing System Records</u>	N1-47-87-4	
(see attached)			1 item

Vocational Rehabilitation Reimbursement Case Processing System Records

These records are used to determine and document 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 or alternate participant for reimbursement of VR services, and an electronic master file of the claims. A subfile used for producing management information reports, and the reports themselves, are already scheduled (N1-47-87-4).

1. Hard Copy Claim

(GRS 6-1-a)

These files contain the claim forms from the VRA or alternate participant and supplemental material such as evidence of employment consisting of copies of extracts of State and employer records; printouts of SSA records such as the master beneficiary/supplemental security record (MBR & SSR); SSA's certification that the individual worked the required amount of time; and the worksheet used to compute the amount of payment. The claim form is keyed into the master system electronic record. The other records are examined for adjudication and the electronic system is coded to indicate the decision and create an audit trail of the various records. The VRA or alternate participant has 60 days to appeal a decision. Hard copy claim material for claims under appeal will not be destroyed until the issues have been resolved.

Not included with the claim material are: the monthly Dispatch Report and the attached individual notices of determination; nor are payment records and final adjudicative decisions, which are forwarded to the financial officer authorizing payment, included.

Proposed Retention

- a. Claim material housed in claims folders (created prior to full implementation of the electronic system):
Destroy 6 years, 3 months after the close of the fiscal year in which final adjudication was made (GRS 6-1-a).
- b. Keyed claim forms and supporting material:
Destroy 90 days after final adjudication.

2. Vocational Rehabilitation Claim Reimbursement Master System

This electronic master system is created from the claims material received from the VRAs or alternate participants and supplemented by data from SSA records 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 the system 6 years, 3 months after the close of the fiscal year in which final adjudication was made.