

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-47-90-2
1 FROM (Agency or establishment) Social Security Administration		DATE RECEIVED	10/18/89
2 MAJOR SUBDIVISION Office of Systems Requirements		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
George Rosch	(410) 965-2595	WITHDRAWN	

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 ____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
06/26/97	<i>Patricia J. Glover</i> Patricia J. Glover	SSA Records Officer

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Master Files of Social Security Number (SSN) Holders and SSN Applications (formerly known as Enumeration Master File) See attached		WITHDRAWN

Master Files of Social Security Number (SSN) Holders and SSN Applications (formerly known as Enumeration Master File)

This system of records is comprised of the Numident and Alpha-Index (Alphident) files and various microfilm records.

a. Numident

The Numident data base is a file of the SSN records arranged in numerical (SSN) order. This information comes from the SS-5 application. The key to accessing a record on the Numident file is the SSN. Numident records normally show the number holder's name, date of birth, sex code, parents' names, place of birth and race/ethnic code (optional). Some Numident records also have a citizenship/alien status code. The SSN holder's identifying information is maintained on the Numident file in the event that the number holder ever needs to obtain a replacement SSN card. The identifying information is useful in distinguishing among two or more number holders with identical or similar names. A record of death is added to a Numident record after SSA is notified of the death of the SSN holder. (Death records are not recorded on the Alphident file.)

b. Alpha-Index (Alphident)

The Alpha-Index (also known as Alphident) is a file of SSN records arranged in alphabetical order by Soundex code. This arrangement essentially puts all SSN holders in alphabetical order. The Alpha-Index file is used to screen (or search) for a previously issued SSN. An Alpha-Index record contains the number holder's name, date of birth, state or country of birth abbreviation, mother's first name, mother's last name, father's first name, sex code and SSN.

c. Prohibitions to Disclosure

Numident and Alpha Index records may be disclosed for individuals whose death is indicated on the records, or whose birth date indicates them to be 150 years or older, and may include related documentation necessary to read the data, such as field layouts and data dictionaries.

No information furnished to the Social Security Administration by States (or their political subdivisions) under section 205(r) of the Social Security Act, 42 U.S.C § 405(r), shall be transferred to NARA, or used for any purpose other than the purpose described in section 205(r).

No personally identifiable information will be disclosed by NARA to anyone outside NARA for a period of 125 years after the records are transferred to NARA, unless the birth date of the individual, about whom disclosure is to be made, indicates the person to be 150 years or older. NARA personnel will have access to the personally identifiable information only for the purpose of record-keeping activities.

Disposition

Permanent. SSA will make an initial transfer of records of individuals meeting the above criteria within three years of the approval of this schedule. Subsequently, SSA will transfer annually those records of individuals meeting the above criteria during the previous year.

Enumeration data stored on various microfilm, such as Flexoline series, 702 file, Central Office Issuance file, SS-5 conversion file, and other similar series may be destroyed upon verification that the data has been transferred to the proper files or when administrative value ceases to exist, whichever event occurs last.

CONCURRENCES:

Wilbur Hanell

Director of Division of Data Support and
Enumeration
Office of Systems Requirements

6/10/97
Date

Patricia J. Glover

SSA Records Officer
Office of Library, Records and
Reprographics

6/11/97
Date

Dillie J. Bell

Team Leader
Office of Disclosure Policy

6/11/97
Date

James W. Watson

Associate General Counsel

7-17-97
Date