

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NC1-47-94-2	DATE RECEIVED 4.22.94
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Social Security Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Patricia J. Glover</i> Patricia J. Glover	5. TELEPHONE (410) 965-6108	DATE 7/26/94	ARCHIVIST OF THE UNITED STATES <i>John R. [Signature]</i> (for)
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 <u>3</u> 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 04/18/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Enumeration System Records See attached.	NC1-47-77-21	

Attachment

This schedule supplements National Archives and Records Administration (NARA) Job Number N1-47-90-2, Enumeration System Records, (pending at NARA), and supersedes NARA Job Number NC1-47-77-21, which established the form SS-5 as a temporary record with a retention period of five years.

The SS-5 is the hard copy application which individuals submit when applying for a Social Security number (SSN) or for a replacement Social Security card. The Modernized Enumeration System (MES) SS-5 is a computer-generated application form. Keyed data is captured electronically on the Numident File and Alpha Index prior to microfilming. Data is keyed either from the SS-5 or from interview information taken from the applicant which is then used to produce the MES form; both forms contain the same information. The forms are subsequently microfilmed. These microfilm and electronic files are fully described in NARA Job N1-47-90-2.

The SS-5 collects information which either is needed to establish identity or required to be collected by section 205(c) of the Social Security Act, as amended. Information collected includes:

- o Name to be shown on the SSN card,
- o Full name at birth if different,
- o Other names used,
- o Citizenship,
- o Date and place of birth,
- o Mother's name at birth, and father's name,
- o Information pertaining to current SSN if any, and
- o Signature of applicant and relationship to SSN card-holder.

Information also is collected pertaining to the type(s) of evidence submitted; the date the application is received by the Social Security Administration; and the signature and title of the employee(s) reviewing the evidence or conducting the interview with the applicant if one was held.

(A request for the retention and disposal of the microform and electronic copies of these records has been submitted to NARA under NARA Job Number N1-47-90-2. The last time the hardcopy SS-5 records were submitted for disposition approval was in 1977 (NARA Job Number NN1-47-77-21). This disposition authority allowed for disposal 5 years after the hard copy had been microfilmed.)

NOTE:

The proposed disposition on the following page has been revised to create a separate category preserving the existing five year retention period for forms SS-5 which have been submitted by or for applicants over 18 years of age. This revision, below, complies with the Office of Inspector General's recommendation and provisional concurrence (on file) dated March 18, 1994.

PROPOSED DISPOSITION

1. Forms SS-5 Submitted by or for Applicants over 18 Years of Age:

Destroy when 5 years old (Federal records center storage authorized).

2. All Other Forms SS-5:

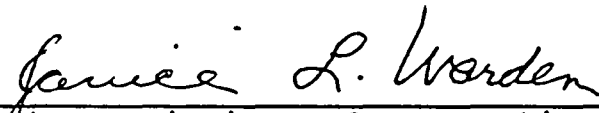
Place the hardcopy forms in a holding file after microfilming has been completed, and destroy the forms after the microfilm has proven to be acceptable and to conform to the requirements of 36 CFR part 1230 for microfilming permanent records.

~~PROPOSED DISPOSITION~~

~~Place the hardcopy forms in a holding file after microfilming has been completed, and destroy the forms after the microfilm has proven to be acceptable and to conform to the requirements of 36 CFR part 1230 for microfilming permanent records.~~

CERTIFICATION

The Chief Counsel for social security has provided his opinion that the proposed disposition schedule is sufficient to protect the rights of the Government and the public. This certifies that the records described on this form were (or will be) microfilmed in accordance with the standards set forth in 36 CFR part 1230



Deputy Commissioner for Operations

General Counsel Statement:

I have reviewed the record descriptions and their respective proposed dispositions. I am of the opinion that the records will be maintained for a period of time sufficient to protect the legal and financial rights of the Government and of people directly affected by the agency's activities.



Chief Counsel for Social Security

01/6/93
Date

Inspector General Concurrence:

On File

Inspector General
Department of Health and Human Services

3/18/94
Date