

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	N1.47.95.2
1 FROM (Agency or establishment) Health & Human Services		DATE RECEIVED	1.20.95
2 MAJOR SUBDIVISION Social Security Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Patricia J. Glover</i> Patricia J. Glover	5 TELEPHONE (410) 965-6108	DATE	for ARCHIVIST OF THE UNITED STATES <i>7/25/95</i> <i>James M. Moore</i>

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 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, 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 JAN 13	SIGNATURE OF AGENCY REPRESENTATIVE <i>Prentice Barnes, Sr.</i> Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>Title II Disability Insurance Claims Folders</u> <u>DI CLAIMS FOLDERS</u> (See attached)	N1-47-86-2 (1) and (2)	

Copies sent to agency, NCF 8/2/95

Disability Insurance Claims Folders

These claims folders contain all correspondence and other pertinent material accumulated in the process of adjudicating the claim. The award or disallowance determination forms, certain supporting proofs, and other records depicting payment history of the claim are filed on the left side of the folder. The claims application, other proofs, correspondence and related documents are filed on the right side of the folder. Also included is documentation of the disability determination and continuing disability determination reviews and supporting medical evidence.

Proposed Disposition

Subject to specific exceptions determined by SSA whereby records would be retained for a longer period of time, SSA will adhere to the following disposition schedule:

For awarded claims, including those currently in pay status, destroy 7 years after the date of adjudication of the most recently awarded claim if:

1. The disability is a condition other than drug addiction or alcoholism; and
2. Either of the following conditions is true:
 - A. The claimant/beneficiary has attained age 59 years or older and has "medical improvement possible" or "medical improvement not expected" diary.
 - B. The claimant has attained age 65.
3. File does not contain a representative payee application less than 7 years old.

Representative payee applications: Destroy 7 years after the action is processed to completion.

Exceptions:

1. Any claims or postentitlement folder or documentation where fraud or abuse is under investigation or legal action is underway and/or anyone on the record is or potentially could be affected by a court case, including class actions, will be retained until conclusion of the investigation or legal action. This is true both for awarded and denied claims.
2. When there is an underpayment outstanding, the folder will not be destroyed until 2 years after the final nonmedical termination date or 5 years after his/her medical termination date.

3. When there is an uncollected overpayment on the record for which recovery has not been waived, the folder will not be destroyed until 10 years after collection efforts have been terminated. This supersedes disposition authority N1-47-86-2(1) and (2).
4. For entitled beneficiaries: In those limited situations where SSA's electronic file contains insufficient information for maintenance of the record (e.g., special determination material), the folder will not be destroyed until 2 years after the final nonmedical termination date or 5 years after the final medical termination date, whichever is later.
5. These disposition instructions apply only to hardcopy claims documentation. Transaction and payment histories are maintained indefinitely on SSA's electronic data bases pending approval by NARA of a separate machine readable records disposition schedule for the MBR.

Rationale:

For nonmedical records contained in folders: With the dramatic increase in information stored electronically, current procedures and improved safeguards, nonmedical paper records are no longer necessary to maintain the benefit records of entitled individuals. Accordingly, these paper records may be destroyed even while the beneficiaries are entitled and in pay status without jeopardizing the rights of the public or the Government. The suggested 7-year period provides for retention until the statute of limitation on civil and criminal court actions has lapsed.

Office of the General Counsel Certification:

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.

Ann Douglas Gaine 12/22/94
Acting Chief Counsel for Social Security Date

See attached _____
Inspector General Date

Patricia J. Glover 12/22/94
SSA Records Officer Date

- 3. When there is an uncollected overpayment on the record for which recovery has not been waived, the folder will not be destroyed until 10 years after collection efforts have been terminated. This supersedes disposition authority N1-47-86-2(1) and (2).
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Acting Chief Counsel for Social Security

Date

Larry D. Morey

Inspector General (DIGI)

12/21/94

Date

SSA Records Officer

Date