

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N9-47-00-01</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received JAN 10 2000	
1 FROM (Agency or establishment) Social Security Administration		NOTIFICATION TO AGENCY	
2 MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Stanley Nusenko	5 TELEPHONE NUMBER 410/965-8987 FAX 410/966-1704	DATE <i>6-9-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>1</u> page(s) are not needed now for the business for 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>11/23/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Franklin Colpo</i>		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Commissioner of Social Security Files (See attached submission in response to NARA Bulletin 99-04)		

NOV 30 2000

JR

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PREVIOUS EDITION NOT USABLE

MODEL 1 FINAL

**OFFICE OF PUBLICATIONS AND LOGISTICS MANAGEMENT
SOCIAL SECURITY ADMINISTRATION**

Commissioner of Social Security Files (OARS, "CMS" file code)

Records accumulated by the Office of the Commissioner of Social Security

Electronic copies of documents created using electronic mail (E-mail) and word processing systems created for and by the Office of the Commissioner of Social Security covered by the Dispositions Job (NC-47-76-6, NC-47-76-6 (I), NC-47-76-6 (II 1), NC-47-76-6 (II 2), NC-47-76-6 (III), NC-47-76-6 (IV), (6 items, 2 temporary) (These electronic records are also related to administrative and operational files created through the Commissioner of the Social Security Administration These records are covered under the CMS file code in the OARS Manual Systems of records include formal decisions made by the Commissioner along with recommendations and concurrence of the executive staff, correspondence, executive staff, correspondence, executive meeting minutes and correspondence control logs) The following is the break down of these systems as noted in items A through D

- A Electronic copies of Commissioner's decisions created on electronic mail and word Processing systems

Dispositions Delete after recordkeeping copy has been produced

- B Electronic copies of official correspondence created on electronic mail and word processing systems

Dispositions Delete after recordkeeping copy has been produced

- C Electronic copies of executive staff meetings minutes created on electronic mail and word processing systems

Dispositions Delete after recordkeeping copy has been produced

- D Electronic copies of correspondence control logs created on electronic mail and word processing systems

Dispositions Delete after superseded recordkeeping copy has been produced