Schedule Number: N9-047-00-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

| TO | NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>FROM (Agency or establishment)</td>
<td>Social Security Administration</td>
</tr>
<tr>
<td>1</td>
<td>MAJOR SUBDIVISION</td>
</tr>
<tr>
<td>2</td>
<td>MINOR SUBDIVISION</td>
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<tr>
<td>3</td>
<td>NAME OF PERSON WITH WHOM TO CONFER</td>
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<tr>
<td>4</td>
<td>TELEPHONE NUMBER</td>
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<td>5</td>
<td>DATE</td>
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<tr>
<td>6</td>
<td>AGENCY CERTIFICATION</td>
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<tr>
<td>7</td>
<td>ITEM NO</td>
</tr>
<tr>
<td>8</td>
<td>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</td>
</tr>
<tr>
<td>9</td>
<td>GRS OR SUPERSEDED JOB CITATION</td>
</tr>
<tr>
<td>10</td>
<td>ACTION TAKEN (NARA USE ONLY)</td>
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</tbody>
</table>

**Date received**  
JAN 10 2000

**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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

**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 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,

[ ] is not required  
[ ] is attached, or  
[ ] has been requested

**DATE**  
11/23/99

**Signature of Agency Representative**  
Frank T. Carlos

**Title**  
SSA Records Officer

**Description of Item and Proposed Disposition**

Disability Insurance Files

(See attached submission in response to NARA Bulletin 99-04)
DISABILITY INSURANCE FILES

Records accumulated by Disability Insurance Bureau

a) Electronic copies created on electronic mail and word processing system for all Disability Insurance Files under the DIB file code for all series covered by NARA Disposition Jobs [N1-47-88-2 (1), [NC1-47-77-20], [NC1-47-77-20 (b)], [NC1-47-77-20 (a)], [NC-47-89-1 (2)], [N1-47-88-2 (3 a)], [N1-47-88-2 (3 b)], [N1-47-88-2 (3 c)], [N1-47-88-2 (3 d)], [N1-47-86-2], [N1-47-86-2 (1)], [N1-47-86-2 (2)], [N1-47-95-2 (8 items in this #)] and except those listed under Items 3(b)-3(f) for this SF-115 (20 items, 20 temporary)

Disposition Delete after recordkeeping copy has been produced

b) Electronic copies of Other Program Operations Files created on electronic mail and word processing systems (DIB file code) covered by NARA Disposition Jobs [NC1-47-81-19 (8 0)] (1 item, 1 temporary)

Disposition Delete after recordkeeping copy has been produced

c) Electronic copies of Program and Policy Records These files consist of records that establish policy and/or precedent for DI program action. They include such files as Policy and Precedent Files [NC-174-258 (1 c)], Office Record [NC-174-258 (1 c 1)], and Other Offices [NC-174-258 (1 c 2)], (3 items, 2 temporary)

Disposition Delete after recordkeeping copy has been produced

d) Electronic copies of Vocational Rehabilitation (VR) Program Files. These records are used to determine 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 or supplemental security income (SSI) payments based on disability or blindness. They consist of such files as Master System Records [N1-47-87-4 (2)], and Master Control Record [N1-47-87-4 (5)], VR Refusal Workload Records [NC1-47-81-9 (IV N)], Original or Record copy [NC1-47-81-9 (IV N 1)], Other Copies [NC1-81-9 (IV N 2)], Annual (Fourth Quarter Summary) Report Record Copy [N1-47-87-4 (2 a)], Other Quarterly Reports and Copies of Annual Report [N1-47-87-4 (2 b)], Management Information Data Base [N1-47-87-4 (4)], Administrative Relationship Files [NC-47-174-258 (VII A)], Responsible Office [NC-174-258 (VII A 1)], Regional Offices [NC-47-174-258 (A 2)], Program Administration Report Files [NC-174-258 (VII B)], Program Office (NC-174-258 (VII D 1)), Regional offices [NC1-47-81-9 (IV K)], and Verification of Beneficiary Status Files [NC-174-258 (VII E)] (15 items, 11 temporary)

Disposition Destroy 30 days after recordkeeping copy has been produced

e) Electronic copies of Black Lung Program Records. These are records that document the administration of the Black Lung Program, under Part B of Title IV of the Federal Coal Mine Health and Safety Act (black lung program), and consist of such files as Preparing Office [NC-174-258 (VIII A 1)], and Black Lung X-RAY Films [NC1-47-80-11] (2 items, 1 temporary)
Disposition  Destroy 30 days after recordkeeping copy has been produced

Disability Determination Services Files  Records maintained by the State Disability Determination Services. They consist of such files as Residual Files [NC1-47-82-2 (1)], Case Control Files [NC1-47-82-2 (2)], Case Working Files [NC1-47-82-2 (3)], Working papers associated with Claim [NC1-47-82-2 (3 a)], Working papers maintained Separately [NC1-47-82-2 (3 b)], Working papers maintained Separately [NC1-47-82-2 (3 b)], Consultative Physicians Files [NC1-47-82-2 (4)], and Fiscal Documents [NC1-47-82-2 (5 b)] (8 items, 8 temporary)

Disposition  Destroy/Delete when dissemination, revision or updating completed