

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N9-47-00-08</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>JAN 10 2000</b>	
1 FROM (Agency or establishment) <b>Social Security Administration</b>		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Stanley Nusenko</b>	5 TELEPHONE NUMBER 410/065-8087 FAX 410/066-1704	DATE <i>6-9-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 _____ 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>Frank T. Clegg</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Hearings and Appeals Files  (See attached submission in response to NARA Bulletin 99-04)		

**JUN 21 2000**

*Copy to: agency*

**MODEL II FINAL**

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

Hearings and Appeals Files

Records covered by Office of Hearing and Appeals

- a Electronic copies created on electronic mail and word processing systems for all Office of Hearings and Appeals Series under the HAP file code covered by NARA Disposition Job numbers

[NC1-47-81-17 (A 2b 1)], [NC1-47-81-17 (B)], [NC1-47-81-8 (1)], [NC1-47-81-1 (2)], [NC-47-75-3 (XIII A)], [NC-47-75-3 (XIII B 1)], [NC-47-75-3 (XIII B2)], [NC1-47-81-16 (A)], [NC1-47-81-16 (B 2)], [NC1-47-81-16 (C)], [NC1-47-81-16 (C 2)], [NC-47-76-1 (IV D)], [NC1-47-78-2 (I 1)], [NC1-47-81-17 (C)], [NC1-47-77-4 (3)] and [NC1-47-81-16 (C 1)], (16 items, 16 temporary), except those listed under items 9(b)-9(f)

Disposition Delete/destroy after record keeping copy has been produced

- b Electronic copies created on electronic mail and word processing systems for all COURT TRANSCRIPTS (certified administrative records for actions filed in Federal court against the Commissioner of SSA) under HAP file code for all series covered by NARA Disposition Job numbers noted below (6 items, 6 temporary)

- 1 Electronic Copies of Transcripts Dated After 12/31/78, [NC1-47-80-1], ( 1 item, 1 temporary)

Disposition Delete one year after final judgement

- 2 Electronic copies of US District Court Judgement, [NC1-47-80-1 (a)], (1 item, 1 temporary)

Disposition Delete/destroy after recordkeeping copy has been produced

- 3 Electronic copies of Court of Appeals Judgement or Higher, [NC1-47-80-1 (a)], (1 item, 1 temporary)

Disposition Destroy/delete after recordkeeping copy has been produced

- 4 Electronic copies of Duplicative Transcripts Dated Before 01/01/79, [NC1-47-80-1 (b)], (3 items, 3 temporary)

Disposition Destroy 1 year after entry of final judgement

- 5 Electronic copies of Professional Liaison files under HAP file code created on electronic mail or word processing systems that are accumulated in maintaining liaison with various conferences, committees, advisory bodies, professional associations and other governmental or nongovernmental organizations concerned with the hearings and appeals process These records document the workings of those organizations, which have significant implications for OHA programs, policies or functions Included are agenda, minutes, correspondence, studies, reports and similar records covered under NARA Disposition Job Number NC-47-75-3 (1 item, 1 temporary)

1 Office of Record

Disposition Delete draft copies after dissemination, revision or updating is completed

2 Other Offices

Disposition Destroy after 2 years

c Electronic copies created on electronic mail and word processing systems for MEDICAL ADVISORY FILES under HAP file code for all series covered by NARA Disposition Job noted below (10 items, 10 temporary)

1 Electronic copies of Working Copies, [NC-47-75-3 (V A)], (1 item, 1 temporary)

Disposition Destroy when 1 year old or after recordkeeping copy has been produced whichever occurs first

2 Electronic copies of Worksheets & Control Cards, [NC-47-75-3 (V B)], (1 item, 1 temporary)

Disposition Destroy at end of year in which review was completed or after recordkeeping copy has been produced whichever occurs first

3 Electronic copies of Register of Medical Advisors, [NC-47-75-3 (V C)], (1 item, 1 temporary)

Disposition Destroy when superseded

4 Electronic copies of Hearing and Appeals Co Contract Copies, [NC-47-75-3 (V D 2)], (1 item, 1 temporary)

Disposition Destroy 5 years after termination of contract

5 Electronic copies of Regional Chief ALJ Copies, [NC1-47-76-34 (VII F)], (1 item, 1 temporary)

Disposition Destroy/delete 1 year after contract termination

6 Electronic copies of Hearing Office Copies, [NC1-47-80-10 (2)], (1 item, 1 temporary)

Disposition Destroy 1 year after final judgement

7 Electronic copies of Contract Offer Background Files, [NC-47-75-3 (V D 1)], (1 item, 1 temporary)

Disposition Destroy after contract accepted/rejected

8 Electronic copies of Contractor Invoice Files – Copies, [NC-47-75-3 (VI E)], (1 item, 1 temporary)

Disposition Destroy/delete when dissemination, revision or updating is completed

- 9 Electronic copies of Summary Reports & Listings, [NC-47-75-3 (V E 2)], (1 item, 1 temporary)

Disposition Delete/ destroy when dissemination, revision, or updating is completed

- 10 Electronic copies of Feeder Reports From ALJs, [NC-47-75-3 (V E 1)], (1 items, 1 temporary)

Disposition Delete/destroy when dissemination, revision, or updating is completed

- d Electronic copies created on electronic mail and word processing systems for all PUBLISHED SUMMARY REPORTS under HAP file code for all series covered by NARA Disposition Job number [NC-47-75-3 (VII A 2)] (1 item, 1 temporary)

Disposition Delete/ destroy after recordkeeping copy has been produced

- e Electronic copies created on electronic mail and word processing systems for all FIELD OPERATIONS FILES under HAP file code for all series covered by NARA Disposition Job numbers [NC-47-75-3 (XIII A)], [NC-47-75-3 (XIII B 1)], and [NC-47-75-3 (XIII B 2)], (3 items, 3 temporary)

Disposition Delete/ destroy when dissemination, revision or updating is completed

- f Electronic copies created on electronic mail and word processing systems for all APPEALS OPERATIONS FILES under HAP file code for all series covered by NARA Disposition Job numbers [NC-47-75-3 (XV A)], [NC-47-75-3 (XV B)], [NC-47-75-3 (XV C)], [NC-47-75-7 (XV F)], [NC-47-75-7 (XV D)], [NC1-47-83-10 (1)], [NC1-47-83-10 (2)], [NC1-47-83-10 (3 a)], [NC-47-75-3 (XV H)], [NC-47-75-3 (XV I 1)], [NC-47-75-3 (XV J 1)], [NC-47-75-3 (XV J 2)], [NC-47-75-3 (XV K 1)], and [NC-47-75-3 (XV K 2)] (14 items, 14 temporary)

Disposition Delete/ destroy when dissemination, revision or updating is completed

- g HEARING RECORDS under HAP file code for all series covered by NARA Disposition Job numbers

- 1 Electronic copies created on electronic mail and word processing systems for, Electronic Record Copy, [NC-47-76-1 (II A)], (1 item, 1 temporary)

Disposition Destroy when 2 years old

- 2 Electronic copies created on electronic mail and word processing systems for, Regional Chief ALJ Review Electronic Copy, [NC-47-76-1 (II A)], (1 item, 1 temporary)

Disposition Destroy 90 days after completion of review

- 3 Electronic copies created on electronic mail and word processing systems for, Hearing Office Electronic Copies, [NC1-47-82-9 (1)], (1 item, 1 temporary)

Disposition Destroy 1 year after date of last action

- 4 Electronic copies created on electronic mail and word processing systems for, Field Office Electronic Copy, [NC1-47-80-6 (1)], (1 item, 1 temporary)

Disposition Destroy 6 months after date of decision

- 5 Electronic copies created on electronic mail and word processing systems for, Hearing Folders Electronic Copy, [NC1-47-84-8], (1 item, 1 temporary)

Disposition Destroy when 10 years old

- 6 Electronic copies created on electronic mail and word processing systems for, Record Electronic Copy, [NC-47-76-1 (II B)], (1 item, 1 temporary)

Disposition Delete/destroy after recordkeeping copy has been produced

- 7 Electronic copies created on electronic mail and word processing systems for, Regional Chief ALJ Electronic Review Copy, [NC-47-76-1 (II B)], (1 item, 1 temporary)

Disposition Destroy 90 days after hearing