

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

LEAVE BLANK	
DATE RECEIVED JUL 21 1975	JOB NO.
DATE APPROVED NC-	47-76-3

17 items (See Instructions on Reverse) *47*
 TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
 Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION
 Social Security Administration

3. MINOR SUBDIVISION
 Office of the Actuary

4. NAME OF PERSON WITH WHOM TO CONFER
 George S. Yamamura

5. TEL. EXT.
 45770

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 5505a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-28-75 *James E. O'Heill*
 Date, *ACTING* *Activist of the United States*

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

7/2/75 (Date) *George S. Yamamura* (Signature of Agency Representative) SSA Records Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
I.	<p><u>Records Retention and Disposal Schedule</u> <u>Office of the Actuary</u></p> <p><u>GENERAL PROGRAM ADMINISTRATION FILES</u></p> <p>A. <u>Administrative Files</u></p> <p>Files created by most offices in the performance of their assigned functions.</p> <ol style="list-style-type: none"> Official file copies of outgoing correspondence relating to office functions. Comments on draft reports, studies, and proposals by other offices. Contributions to and/or comments on proposed legislation. Program and management reports, such as overtime and staffing reports, highlights, and other reports prepared to submit data to management offices. <p>Destroy 2 years after the close of the calendar year in which dated.</p> <p>B. <u>Working Files</u></p> <p>Nonessential working papers retained for reference purposes by staff members.</p>		

Copy to Agency + NCW 9-5-75
GA

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II.	<p>Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p><u>ACTUARIAL PROGRAM FILES</u></p> <p>A. <u>Reports of the Board of Trustees of the OASI, DI, HI, and SMI Trust Funds</u></p> <p>Annual reports to Congress on the status of the Old-Age and Survivors Insurance (OASI), Disability Insurance (DI), Hospital Insurance (HI), and Supplementary Medical Insurance (SMI) Trust Funds. The reports contain a narrative and statistical summary of trust fund operations for the preceding fiscal year and a projection of their status in coming years. The reports are prepared pursuant to sections 201 (c), 1817 (b), and 1841 (b) of the Social Security Act, as amended.</p> <p>1. <u>Office Responsible for Preparation of the Report</u></p> <p>a. Set aside one printed copy of each report for permanent retention. Cut off file after 10 years and offer to the National Archives.</p> <p>b. Destroy extra copies 10 years after the close of the calendar year in which issued.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>B. <u>Actuarial Studies Files</u></p> <p>Studies conducted by the Office of the Actuary on various actuarial subjects, such as long-range cost estimates, benefit projections, aged population projections, termination rates, etc. Included are studies issued under the Actuarial Study and Actuarial Note series. Also included are one-time and special studies.</p> <p>1. <u>Office Responsible for Preparation of the Study</u></p> <p>a. Set aside one printed copy of each study for permanent retention. Cut off file after 10 years and offer to the National Archives.</p>		

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	<p>b. Destroy extra copies 10 years after the close of the calendar year in which issued.</p> <p>2. <u>Other Offices</u></p> <p>Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p>C. <u>Background Files</u></p> <p>Files accumulated in the preparation, clearance and issuance of actuarial reports and studies. Included are drafts, clearance comments, copies of transmitting letters, and similar documents that contributed to the content of the final product or served as a basis for its issuance. These files are accumulated by the office responsible for the preparation of the report or study.</p> <p>Transfer to the SSA Records Holding Area 2 years after issuance of the final report or study. Destroy 3 years thereafter.</p> <p>D. <u>Statistical Tabulations Records</u></p> <p>Computer printouts containing statistical tabulations used in making estimates and projections for various actuarial reports and studies. Included are length-of-stay tabulations, Medicare facilities utilization tabulations, and other statistical listings not specifically identified elsewhere in this schedule.</p> <p>Transfer to the SSA Records Holding Area when no longer needed in current operations. Destroy 3 years thereafter.</p> <p>E. <u>Actuarial Sample Files</u></p> <p>The sample file contains copies of all billing documents for each aged Medicare beneficiary. The documents are filed in folders by the beneficiary's social security number. They are used in updating length-of-stay statistics.</p> <p>Review file on an annual basis and remove folders for deceased beneficiaries. Transfer those folders to the Federal Records Center. Destroy 5 years thereafter.</p>		

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	<p>F. <u>Cost Report Files</u></p> <p>Copies of Form SSA-2012, Intermediary Report of Provider's Total Medicare Reimbursement for Services During Cost Reporting Period, or its equivalent. The forms are used in making projections of future Medicare program costs. They include data on interim payments based on individual bills, retroactive adjustments to those payments, tentative settlements made, and final settlement after audit.</p> <p>Transfer to the SSA Records Holding Area 2 years after the close of the calendar year in which received. Destroy 3 years thereafter.</p> <p>G. <u>Actuarial Benefit Statistics</u></p> <p>Computer tabulations of OASDI benefit statistics used in actuarial estimates, and related procedures. Due to the unpredictable nature of requirements for time series of data in making actuarial estimates, a substantial body of data needs to be retained for occasional reference over a period of years.</p> <p>Transfer to the SSA Records Holding Area when no longer needed in current operations. After 3 years, transfer to the Federal Records Center. Destroy 10 years thereafter.</p> <p>H. <u>Continuous Work History Sample</u></p> <p>Computer tabulations of continuous work history sample data.</p> <p>Transfer to the SSA Records Holding Area when no longer needed in current operations. Destroy 3 years thereafter.</p> <p>I. <u>Noncontributory Military Service Reimbursement Determination Records</u></p> <p>The files described below accumulate as a result of determining additional costs attributable to noncontributory credits for military service before 1957 with respect to benefits paid beginning September 1, 1950, pursuant to Section 217 (g) of the Social Security Act, as amended. Similarly, they accumulate from determining additional costs attributable to</p>		

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	<p>noncontributory credits for military service performed after 1956, with respect to benefits paid beginning January 1968. In addition, they accumulate from determining additional costs attributable to noncontributory credits for internment of persons of Japanese ancestry during the period December 7, 1941, through December 31, 1946, pursuant to Section 231 of the Act. They are created for the purpose of estimating the amount of reimbursement to the Old-Age and Survivors Insurance Trust Fund, the Disability Insurance Trust Fund, and the Health Insurance Trust Fund from the general revenue of the Treasury.</p> <p>1. <u>Monthly Benefit and Lump-Sum Death Payment Coding Sheets</u></p> <p>These files consist of Forms SSA-1287, Noncontributory Military Service Reimbursement Determination of Monthly Benefits, or equivalent forms. They are used to record the amount of the benefit paid for each month in the period, the amount that would have been paid if noncontributory military service credits had not been used, and the amount of the benefit payment attributable to the noncontributory military service credits. Also included are Forms SSA-1288, Noncontributory Military Service Reimbursement Determination of Lump-Sum Death Payments, or equivalent forms. These forms are used to record the amount of the lump-sum death payment, the amount that would have been paid if noncontributory military service credits had not been used, and the amount attributable to the noncontributory military service credits.</p> <p>Transfer to the SSA Records Holding Area after reimbursement determination has been completed. Destroy 1 year thereafter.</p> <p>2. <u>Detailed Reimbursement Listings</u></p> <p>These files consist of computer listings showing data contained in the reimbursement records prepared from the monthly benefit and lump-sum coding sheets, on an individual beneficiary basis.</p> <p>Transfer to Federal Records Center when no longer needed in current operations. Destroy 10 years</p>		

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	<p>thereafter.</p> <p>3. <u>Computer Tables of Summarized Reimbursement Data</u></p> <p>These files consist of computer tables showing data on benefits attributable to noncontributory military service credits summarized by classifications such as trust fund, fiscal year of payment, and similar items of classification.</p> <p>Transfer to Federal Records Center when no longer needed in current operations. Destroy 10 years thereafter.</p>		