

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-047-76-011

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/28/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item II.A was stated as superseded by both NC1-047-79-05 and NC1-047-84-07, item I.A.

Item III.A was superseded by NC1-047-81-15, item 3a.

Item II.D was superseded by NC1-047-82-12, item 1.

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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 Quality Assurance

4. NAME OF PERSON WITH WHOM TO CONFER

George S. Yamamura

5. TEL. EXT.

45770

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>AUG 29 1975</b>	JOB NO.
DATE APPROVED <b>NC -</b>	<b>47-76-11</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-24-75 Date	James E. O'Neill Acting Archivist 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.

8-7-75  
 (Date)

*Alvin B. Shaw*  
 (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 style="text-align: center;"><u>Records Retention and Disposal Schedule</u>  <u>Office of Quality Assurance Field Offices</u></p> <p><u>GENERAL PROGRAM ADMINISTRATION FILES</u></p> <p><u>A. Administrative Files</u></p> <p>Files created or maintained by most Office of Quality Assurance (OQA) field offices in the performance of their assigned functions.</p> <ol style="list-style-type: none"> <li>1. Official file copies of outgoing correspondence relating to office functions.</li> <li>2. Comments on draft reports, studies, and proposals prepared by other offices.</li> <li>3. Contributions to and/or comments on proposed legislation.</li> <li>4. Suggestion evaluations.</li> <li>5. Program and management reports, such as overtime and staffing reports, workload and production reports, highlights, and other reports prepared to submit narrative or statistical data to management offices.</li> </ol> <p>Destroy 2 years after the close of the calendar year in which dated.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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II.	<p data-bbox="212 384 483 410">B. <u>Working Files</u></p> <p data-bbox="274 447 1071 506">Nonessential working papers retained for reference purposes by staff members.</p> <p data-bbox="274 543 1071 602">Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p data-bbox="212 639 786 666"><u>QUALITY ASSURANCE (QA) PROGRAM FILES</u></p> <p data-bbox="212 703 468 729">A. <u>QA Casefiles</u></p> <p data-bbox="274 766 1125 1181">The QA casefile contains documents relating to the comprehensive field review of a selected Supplemental Security Income (SSI) claims case. The review is conducted to determine the state of quality of the SSI claims process. Included are Forms SSA-8508, SSI Quality Assurance Case Review Analysis; SSA-8510, Authorization to the Social Security Administration to Obtain Personal Information; SSA-8530, SSI Quality Assurance Case Report; SSA-795, Statement of Claimant or Other Person; or their equivalents. Also included are transmission validation reports, lists of collateral sources, SSI records displays, and miscellaneous correspondence.</p> <ol data-bbox="283 1218 1125 1467" style="list-style-type: none"><li>1. Destroy 18 months after the 6-month period in which the case was selected for review.</li><li>2. <u>Exception</u> - if the case is in Federal Fiscal Liability (FFL) State retain the casefile for the above period or until notice is received that the State has completed its audit for the particular period, whichever is later.</li></ol> <p data-bbox="221 1504 745 1530">B. <u>Sample Control Listings (SCL)</u></p> <p data-bbox="283 1567 1114 1692">Listings identifying cases (by the social security number and the first five letters of the claimant's surname) selected for quality assurance review. The listings are used for control purposes.</p> <ol data-bbox="289 1729 1141 1882" style="list-style-type: none"><li>1. Destroy listings documenting the assignment and disposition of cases after 2 years.</li><li>2. Retain 1 set of listings for State audit purposes. Destroy after the audit has been completed.</li></ol>		

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	<p>3. Destroy any remaining sets of listings after all cases reflected thereon have been completed.</p> <p>C. <u>Technical Assistance Section SCL</u></p> <p>Listings identifying cases (by social security number) selected for review by the Technical Assistance Section, Bureau of Disability Insurance. The listings are used for control purposes.</p> <p>Destroy after all cases have been accounted for.</p> <p>D. <u>QA Data Input Forms</u></p> <p>Form SSA-8500, SSI Quality Assurance Data Input, or its equivalent. The form is used by teletypists to key data into an EDP system. Also included are associated telex papers.</p> <p>Destroy after input has been verified and edits have been resolved. Exception: Offices lacking data transmission equipment should retain 1 copy of the SSA-8500 in the QA casefile and forward the other copy to the appropriate office for data transmission.</p> <p>III. <u>PROGRAM INTEGRITY FILES</u></p> <p>A. <u>Program Integrity Casefiles</u></p> <p>The program integrity casefile contains documents relating to an investigation of possible criminal violations of Title XVI of the Social Security Act, as amended. Included are copies of pertinent SSI claims folder material and documents accumulated during the course of the investigation. A given case may be closed out on own motion or it may be referred to the U.S. Attorney for appropriate action.</p> <p>Transfer to an inactive file after the case has been closed out. Destroy 5 years thereafter.</p>		