

**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

LEAVE BLANK	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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'Neil  
 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) [Signature] (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
	<u>Records Retention and Disposal Schedule</u> <u>Office of Quality Assurance Field Offices</u>		
I.	<u>GENERAL PROGRAM ADMINISTRATION FILES</u>		
	<u>A. Administrative Files</u>		
	Files created or maintained by most Office of Quality Assurance (OQA) field offices in the performance of their assigned functions.		
	1. Official file copies of outgoing correspondence relating to office functions.		
	2. Comments on draft reports, studies, and proposals prepared by other offices.		
	3. Contributions to and/or comments on proposed legislation.		
	4. Suggestion evaluations.		
	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.		
	Destroy 2 years after the close of the calendar year in which dated.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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II.	<p>B. <u>Working Files</u></p> <p>Nonessential working papers retained for reference purposes by staff members.</p> <p>Destroy after 2 years or when no longer needed for reference, whichever is earlier.</p> <p><u>QUALITY ASSURANCE (QA) PROGRAM FILES</u></p> <p>A. <u>QA Casefiles</u></p> <p>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 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>B. <u>Sample Control Listings (SCL)</u></p> <p>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 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>		