

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

LEAVE BLANK	
DATE RECEIVED JUN 10 1974	JOB NO.
DATE APPROVED NC 174-258	

91 items (See Instructions on Reverse) RG 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
Bureau of Disability Insurance

4. NAME OF PERSON WITH WHOM TO CONFER
Arthur J. Benner

5. TEL. EXT.
45772

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10/10/74 Date
James P. O'Neill 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.

6/5/74 (Date)

Eugene J. Reed, Jr.
for Russell O. Hess (Signature of Agency Representative)

Dept. Records Mgt Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>10/10/74 - 680 concurrence requested by SSA.</u></p> <p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>BUREAU OF DISABILITY INSURANCE</u></p> <p>The files described in this Schedule are created in the administration of the Disability Insurance Program pursuant to Title II of the Social Security Act, as amended. They are accumulated by State agencies, State vocational rehabilitation agencies, BDI Central Office, and BDI regional offices. However, all the files are not maintained in any single office.</p> <p>I. <u>GENERAL PROGRAM ADMINISTRATION RECORDS</u></p> <p>A. <u>Disability Instructions Record and Reference Sets</u></p> <p>A record set is a collection of each current and superseded published instruction (directive, operating procedures manual, regulation, bulletin, etc.) maintained by the office of record (usually the preparing office) for record purposes. This is distinguished from a reference set, which is a collection of current published instructions maintained for reference purposes.</p> <p>a. <u>Offices Responsible for Maintaining Record Sets</u></p> <p><u>Permanent. Transfer to a Federal Records Center (FRC) when no longer needed for reference. Offer to National Archives 10 years thereafter.</u></p>		

PL

8/5/74 - changed with approval of Bob Harney (SSA)

Four copies, including original, to be submitted to the National Archives and Records Service

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	<p>2. <u>Offices Maintaining Reference Sets</u></p> <p>Destroy when superseded.</p> <p>B. <u>Disability Instructions Background Files</u></p> <p>These files consist of records accumulated in the preparation, clearance, issuance, or interpretation of directives and comparable instructional materials. Included are studies, clearance comments, concurrences, recommendations, and similar records that provide a basis for issuance or contribute to the content of the instructional material.</p> <p>1. <u>Offices Responsible for the Preparation and Issuance of the Instructional Material</u></p> <p>Transfer to a FRC when no longer needed for reference. Destroy 10 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed for reference. <i>after 2 years; earlier disposal is authorized.</i></p> <p>C. <u>Policy and Precedent Files</u></p> <p>These files consist of records that establish policy and/or precedent for Disability Insurance Program action. Included are formal statements of policy and substantive procedure, standards, criteria, interpretations and clarifications, administrative determinations, and similar records that provide a basis for program action.</p> <p>1. <u>Office of Record</u></p> <p><u>Permanent.</u> Transfer to a FRC when no longer needed for reference. Offer to the National Archives 10 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed for reference.</p>		

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	<p>D. <u>Professional Liaison Files</u></p> <p>These files consist of records which document liaison with, and the workings of, various conferences, committees, councils, advisory bodies, professional groups, and other formally organized bodies concerned with substantive aspects of the Disability Insurance Program. Included are notices of meetings, agenda, minutes, correspondence, studies, reports, and similar records related to the make-up or operation of the body.</p> <p>1. <u>Office of Record</u></p> <p>Transfer to a FRC when no longer needed for reference. Destroy 10 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed for reference.</p> <p>E. <u>Orientation and Briefing Files</u></p> <p>These files consist of records used in orientations, briefings, training courses, and similar presentations related to the Disability Insurance Program. Included are transcripts of speeches, lectures, and other oral presentations; transparencies and slides; copies of specially prepared hand-outs; and similar records.</p> <p>Destroy when superseded or obsolete.</p> <p>F. <u>Program Activity Report Files</u></p> <p>These files consist of cost reduction reports, management improvement reports, highlights, and similar program or management activity reports prepared to submit data to management offices. (Excluded are reports for which specific disposition instructions are provided elsewhere in this Schedule.)</p> <p>Destroy after 2 years. Earlier disposal is authorized.</p>		

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	<p>G. <u>Public Information Files</u></p> <p>These files consist of records accumulated in the preparation or clearance of public information materials dealing with the Disability Insurance Program. (Record copies of these records are retained by the Office of Public Affairs.)</p> <p>Destroy after 2 years. Earlier disposal is authorized.</p> <p>H. <u>Legislation Files</u></p> <p>These files consist of records accumulated in the preparation or clearance of proposed legislation affecting the Disability Insurance Program. (Record copies of these records are retained by the Office of Program Evaluation and Policy.)</p> <p>Destroy when no longer needed for reference.</p> <p>I. <u>Reference Files</u></p> <p>Reference files include, but are not necessarily limited to, the following:</p> <ol style="list-style-type: none">1. Records accumulated for general information purposes that require no action and that are not required to document a particular action, project, or case.2. Cards, listings, indexes, registers, and similar records used in controlling or facilitating program work. (Excluded are records for which specific disposition instructions are provided elsewhere in this Schedule.)3. Reading files (i.e., extra copies of outgoing communications, arranged chronologically, maintained for review by office staff members). <p>Destroy after 1 year. Earlier disposal is authorized.</p>		

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II.	<p>J. <u>General Correspondence Files</u></p> <p>These files consist of routine correspondence related to the administration of the Disability Insurance Program. (Excluded are records for which specific disposition instructions are provided elsewhere in this Schedule.)</p> <p>Destroy after 2 years.</p> <p><u>MANAGEMENT SERVICES RECORDS</u></p> <p>Record copies of the records described in this section are retained by the Office of Administration.</p> <p>A. <u>Paperwork Management Files</u></p> <ol style="list-style-type: none"> 1. Documents reflecting the location and/or disposition of records retired or transferred from an office. Included are Standard Form (SF) 135, Records Transmittal and Receipt, and similar papers which list records transferred to a Federal Records Center (FRC). <p>Destroy when all records listed on the document have been disposed of.</p> 2. Records related to surveys of records, files, forms, reports, and other aspects of paperwork management. <p>Destroy 1 year after completion of the survey.</p> 3. Paperwork management reports, such as reports of filing cabinet requirements, reports of forms usage, reports of postage costs, and similar records. Included is Form SSA-1804, Report of Selected Records Management Activities, or its equivalent. <p>Destroy after 1 year, or when no longer needed for reference.</p> 		

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	<p>4. Records related to the initiation, development, printing, or history of a particular BDI form. Included are Forms SSA-5100, Request for Forms Action; and "Control" and "Originator" copies of SSA-100, SSA Printing Requisition; or their equivalents.</p> <p>Transfer to the Forms and Publications Management Section (FPMS), OA, when form is superseded or obsoleted, or when documents are no longer needed for reference. (Records which are duplicated in the official forms history files will be destroyed by FPMS.)</p> <p><u>B. Facilities Management Files</u></p> <p>1. Records related to the physical layout or design of a facility, such as <u>floor plans, parking plans,</u> and similar papers.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>2. Records related to communications, transportation, custodial or other services required by an office. Included are requests for the installation or repair of telephones and extensions. Also included are records related to maintenance services performed on office physical structures, such as heating, lighting, cooling, ventilation, or electrical systems.</p> <p>Destroy after 1 year.</p> <p><u>C. Equipment and Supply Files</u></p> <p>1. Records related to the use of ordinary equipment and supplies by an office, such as requests for equipment and supplies, supply and equipment receipts, requests for the disposal of supplies and equipment, and similar papers. Included are Forms SSA-2009, Procurement Requisition; SSA-2006, Request for Disposal Instructions; or their equivalents.</p> <p>Destroy after 1 year.</p>		

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III.	<p>2. Requests for publications and blank forms, and similar records related to the supply or distribution of publications to an office.</p> <p>Destroy after 1 year.</p> <p><u>PERSONNEL AND CAREER DEVELOPMENT RECORDS</u></p> <p>Refer to Appendix B, Filing Retention Table (Employee Records and Files), chapter IX, SSA Guide 1-4, Personnel Guide for Supervisors, for instructions on the disposition of other personnel records, such as employee appraisals, within-grade notifications, travel orders and vouchers, and similar papers.</p> <p>A. <u>Automated Personnel Roster Files</u></p> <p>These files consist of biweekly listings of the individuals employed by BDI. The listings (contain) name, grade, social security number, and position title data and are used in the control of budgeted personnel ceilings.</p> <p>Destroy after 1 year.</p> <p>B. <u>Position Description Files</u></p> <p>These files consist of Optional Form 8, Position Description, and similar records. The records outline the duties and responsibilities associated with specific BDI positions. They are used in classification activities and employment control.</p> <p>1. <u>Office Having BDI Staff Responsibility</u></p> <p>Destroy 5 years after position is abolished or description is superseded.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when position is abolished or description is superseded.</p>		

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	<p>C. <u>Personnel Action Files</u></p> <p>These files consist of records accumulated in the process of taking various types of personnel actions (accessions, position changes, separations, etc.) for BDI employees. Included are copies of SF 52, Request for Personnel Action, and similar records.</p> <p>1. <u>Office Having BDI Staff Responsibility</u> Destroy 2 years after completion of action.</p> <p>2. <u>Other Offices</u> Destroy 6 months after completion of action.</p> <p>D. <u>Incentive Awards Case Files</u></p> <p>These files consist of records which document a suggestion, special achievement, or superior performance (individual or group) award. Included are suggestions, recommendations, acknowledgements, evaluations, notices of adoption or rejection, and related records.</p> <p>Destroy 2 years after final action on the case.</p> <p>E. <u>Training Report Files</u></p> <p>These files consist of reports of individual training progress or accomplishment. Included are Forms SSA-759, SSA Training Report; SSA-1946, Report of Training Courses Authorized; or their equivalents.</p> <p><i>Authorizing Office: Destroy after 5 years, or 2 years after HEW or CSC evaluation of functioning.</i></p> <p><i>Other Offices: Destroy after 2 years.</i></p> <p>F. <u>Career Development Files</u></p> <p>These files consist of records which document an individual's participation in the Executive Development Program, Staff Development Program, Upward Mobility Program, or a similar career development program. Included are developmental</p>		

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IV.	<p>plans, records of training courses received, copies of individual appraisals and evaluations, qualifications statements, and related records.</p> <p>Destroy 5 years after the participant completes the program. <i>2 years after participant complete program -</i></p> <p><i>Remove and destroy all material from file except 1.) development plans 2.) Qualification statements 3.) Forms SSA-5031 or SSA-2588. Destroy these three items 5 years after completion of program.</i></p> <p>BUDGET AND PERFORMANCE ANALYSIS RECORDS</p> <p>A. <u>Budget Estimate and Justification Files</u></p> <p>These files consist of records accumulated in the annual reporting of BDI budget requirements to the Division of Financial Management, OA. Included are copies of BDI budget estimates, associated rationale statements and justifications, and related background records, such as preliminary estimates, recruitment schedules, manpower and staffing materials, and similar papers.</p> <p>1. <u>Office Having BDI Staff Responsibility</u></p> <p>Transfer to a FRC 10 years after the close of the fiscal year covered by the budget. Destroy 15 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy 2 years after the close of the fiscal year covered by the budget.</p> <p>B. <u>Workload and Production Report Files</u></p> <p>These files consist of records accumulated in the reporting of workload, caseload, production, and similar work measurement data. Included are Forms OA-D433, Monthly Summary of Disability Workloads; CO-0767, Workload Report; CO-0920, DCE Claims Dispatches; CO-1098, Weekly Report; CO-0749, BDI Monthly Individual Time Report; CO-0750, Daily Report of Nonmeasurable Activities; CO-1102 and CO-1102A, Individual Monthly Production Time Record; CO-1770 and CO-1771, State Agency Report; CO-1779, Daily Workload Report; CO-1804, Daily Workload Report; CO-1805, Weekly Summary of Operations; CO-1806, Report of Black Lung Workload; CO-1828,</p>		

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V.	<p>CO-1828A, and CO-1828B, Daily Progress Report; OAAD-3010, Daily Work Record; or their equivalents.</p> <p>Destroy after 2 years. Earlier disposal is authorized.</p> <p>C. <u>BDI Production Control System Files</u></p> <p>These files consist of consolidated listings of individual production data which are used for budget preparation purposes. Included are sample card summary listings, time by position listings, time by station by position listings, and similar records.</p> <p>Destroy after 2 years. Earlier disposal is authorized.</p> <p>D. <u>Overtime Report Files</u></p> <p>These files consist of reports of overtime and holiday work hours which are used in the administrative control of funds. The reports record the number of hours worked and indicate whether they were paid or compensatory. Included are Forms CO-0733, BDI Overtime Report; CO-0858, Weekly Summary of Overtime and Holiday Work Hours; or their equivalents.</p> <p>1. <u>Office Having BDI Staff Responsibility</u></p> <p>Destroy after 2 years.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed for reference.</p> <p><u>RESEARCH, STATISTICAL, AND QUALITY ASSURANCE RECORDS</u></p> <p>A. <u>Research and Statistical End-Product Files</u></p> <p>These files consist of the end-products of regular, occasional, or one-time research and statistical projects. Included are published or unpublished reports, tables, analyses, and similar records that represent the final products of research and statistical operations. Also included are formal clearances, recommendations, and related supporting records</p>		

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	<p>essential to the official project file. Examples of end-products are the monthly report of BDI critical case processing time, the semiannual report of cumulative selected data on disability operations, and the annual report of probable benefit loss data for disabled workers.</p> <p>1. <u>Office of Record</u> <i>a sample not to exceed 3%</i> a. Permanent Transfer to a FRC when no longer needed for reference. Offer to the National Archives 10 years thereafter. b. Others. Transfer to a FRC when no longer needed for reference; destroy 10 years thereafter.</p> <p>2. <u>Other Offices</u> <i>for reference; destroy 10 years thereafter.</i> Destroy when no longer needed for reference.</p> <p>B. <u>Research and Statistical Working Files</u> These files consist of working papers accumulated in research and statistical projects. Included are tabulations listings, coding sheets, "Mechanical" copies of forms, feeder and interim reports, notes, drafts, and similar records leading to the final products or findings of a project. Destroy 1 year after completion of related project end-product.</p> <p>C. <u>Quality Assurance Report Files</u> These files consist of monthly and quarterly QED (Quality Evaluation Data) reports on the 5-percent review of initial disability claims. The reports provide information on the state of quality of the DI process for each SSA region. They include comparative data on State agency, regional, and national determinations and technical deficiencies.</p> <p>1. <u>Office of Record</u> <i>a sample not to exceed 3%</i> a. Permanent Transfer to a FRC when no longer needed for reference. Offer to the National Archives 10 years thereafter. b. Others. Transfer to a FRC when no longer needed for reference; destroy 10 years thereafter.</p>		

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	<p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed for reference.</p> <p>D. <u>Quality Assurance Working Files</u></p> <p>These files consist of working papers accumulated in the preparation of monthly and quarterly quality assurance reports. Included are:</p> <p>1. "Mechanical" copies of Form SSA-831, Disability Determination and Transmittal, and equivalent or similar records.</p> <p>Destroy 1 year after completion of related quality assurance report.</p> <p>2. Original copies of QED coding sheets, such as Forms SSA-2506, Examiner's Review, Clerical Coding; SSA-2506A, Medical Consultant Staff-Review; SSA-2506B, Medical Consultant Staff-Psychiatric Review; or their equivalents.</p> <p>Destroy after data has been entered on punch-cards and proven acceptable.</p> <p>3. QED punchcard files.</p> <p>Destroy after data has been entered on tape and proven acceptable.</p> <p>E. <u>Methodology Documentation Files</u></p> <p>These files consist of records which set forth the basic methodology followed in compiling and processing various types of research, statistical, and quality assurance data.</p> <p>1. <u>Office of Record</u></p> <p>Permanent. Transfer to a FRC when no longer needed for reference; Offer to the National Archives 10 years thereafter <i>Destroy 10 years thereafter</i></p>		

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VI.	<p data-bbox="304 354 577 385">2. <u>Other Offices</u></p> <p data-bbox="366 421 1067 451">Destroy when no longer needed for reference.</p> <p data-bbox="238 536 625 566"><u>FIELD OPERATIONS RECORDS</u></p> <p data-bbox="238 602 863 633">A. <u>State Agency Letter of Credit Files</u></p> <p data-bbox="300 663 1167 854">These files consist of records which authorize Federal Reserve Banks to disburse funds on behalf of the Social Security Administration to designated State agencies for use in administering the Disability Insurance Program. Included are SF 1193, Letter of Credit; amending letters; and similar records.</p> <p data-bbox="300 889 1067 919">Destroy 3 years after the year in which revoked.</p> <p data-bbox="238 989 863 1020">B. <u>Letter of Credit Transactions Files</u></p> <p data-bbox="300 1050 1147 1272">These files consist of monthly State agency reports on cash transactions made under letter of credit authorizations. The reports provide SSA with data to reconcile letter of credit accounts and with projections of future funding requirements. Included are Form SSA-2050, Monthly Summary of Cash Transactions and Cash Analysis, and similar records.</p> <p data-bbox="300 1306 656 1336">1. <u>BDI Central Office</u></p> <p data-bbox="366 1372 717 1403">Destroy after 5 years.</p> <p data-bbox="300 1437 990 1467">2. <u>BDI Regional Offices and State Agencies</u></p> <p data-bbox="366 1503 1098 1534">Destroy after DHEW audit and final settlement.</p> <p data-bbox="238 1598 845 1628">C. <u>State Agency Payment Voucher Files</u></p> <p data-bbox="300 1659 1147 1850">These files consist of Form TUS-5401, Payment Voucher on Letter of Credit, and similar records. The records are prepared by State agencies to obtain Federal funds from selected commercial banks to cover expenses incurred in administering the Disability Insurance Program.</p>		

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	<p>1. <u>BDI Central Office</u></p> <p>Transfer to a FRC after 3 years. Use Record Group 217.</p> <p>2. <u>State Agencies</u></p> <p>Destroy after DHEW audit and final settlement.</p> <p>D. <u>Payment Voucher Signature Authorization Files</u></p> <p>These files consist of SF 1194, Authorized Signature Card for Payment Vouchers on Letter of Credit, and similar records. The records contain the signatures of State agency officials authorized to sign payment vouchers.</p> <p>Destroy when superseded.</p> <p>E. <u>State Agency Budget and Financial Report Files</u></p> <p>These files consist of records which are used to estimate, justify, and approve State agency Disability Insurance budgets, and to account for funds received and expended by State agencies. Included are Forms SSA-870, State Agency Budget Request for Disability Program; SSA-870A, State Agency Budget List of Disability Program Positions (Full Time); SSA-870B, State Agency Budget List of Disability Program Positions (Part Time and Temporary); SSA-870C, State Agency Budget Schedule for Administration; SSA-871, State Agency Schedule for Equipment Purchases; SSA-872, State Agency Budget Approval for Disability Program; SSA-874, Financial Accountability Statement for Disability Program; SSA-874a, Report of Obligations for Disability Program; SSA-874B, Time Report of Personal Services for Disability Program; or their equivalents. Also included are monthly summary reports of obligations (telegrams), related supplemental material, and similar records.</p> <p>1. <u>BDI Central Office</u></p> <p>Close out at the end of the fiscal year covered by budget, hold 4 additional years, then transfer to a FRC. Use Record Group 217.</p>		

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	<p>2. <u>BDI Regional Offices and State Agencies</u></p> <p>Destroy after DHEW audit and final settlement.</p> <p>F. <u>State Agency Cost Allocation Files</u></p> <p>These files consist of copies of agreements entered into with State governments and certain State agencies by the Secretary of Health, Education, and Welfare which specify the percentage of charges allowable for indirect costs. (Original cost allocation agreements are retained by DHEW.) The records are used to determine the amounts allowable for indirect costs in State agency budget requests.</p> <p>1. <u>BDI Central Office</u></p> <p>Destroy 5 years after the year in which superseded.</p> <p>2. <u>BDI Regional Offices and State Agencies</u></p> <p>Destroy after DHEW audit and final settlement.</p> <p>G. <u>State Agency Operations Report Files</u></p> <p>These files consist of weekly reports prepared by State agencies on the status of Disability Insurance operations. The reports contain caseload and staffing data and are used for budgeting, work planning, and performance evaluation purposes. Included are Form SSA-877, State Agency Operations Report for SSA Disability Program, and equivalent or similar records.</p> <p>Destroy after 1 year.</p> <p>H. <u>Certificate of Authority Files</u></p> <p>These files consist of records prepared by State agencies to designate officials authorized to sign budget requests and financial reports (forms SSA-870, SSA-871, SSA-874, SSA-874a, and SSA-874B).</p> <p>Destroy when superseded.</p>		

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	<p>I. <u>State Agreements Files</u></p> <p>These files consist of agreements entered into with the State agencies by the Secretary of Health, Education, and Welfare. The agreements define the responsibilities and working relationships of DHEW, SSA, and the State agencies in administering the Disability Insurance Program. Included are periodic modifications to the original agreements.</p> <p>1. <u>BDI Central Office</u></p> <p><u>Permanent.</u> Transfer to a FRC when no longer needed for reference.</p> <p>2. <u>BDI Regional Offices</u></p> <p>Destroy 5 years after the year in which superseded.</p> <p>3. <u>State Agencies</u></p> <p>Dispose of according to State practice.</p> <p>J. <u>State Agency Salary Schedule Files</u></p> <p>These files consist of annual reports prepared by BDI on the salaries associated with State agency disability program positions. Included are the background records furnished by the State agencies for these purposes.</p> <p>1. <u>Office of Record</u></p> <p>Destroy reports after 3 years. Destroy background records 6 months after report issuance.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when subsequent report is issued.</p> <p>K. <u>State Agency Review Files</u></p> <p>These files consist of records relating to the administrative review of State agency operations. Included are report of visits, communications concerning improvements in operations, and similar records.</p>		

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VII.	<p>1. <u>BDI Central Office</u></p> <p>Transfer to a FRC when no longer needed for reference. Destroy 20 years thereafter.</p> <p>2. <u>BDI Regional Offices and State Agencies</u></p> <p>Destroy after 3 years, or when no longer needed for reference, whichever is earlier.</p> <p><u>VOCATIONAL REHABILITATION PROGRAM RECORDS</u></p> <p>A. <u>Rehabilitation Program Administrative Relationship Files</u></p> <p>These files consist of records which document the responsibilities and working relationship of the Social Security Administration, the Rehabilitation Services Administration (RSA), and the State VR agencies in administering the Vocational Rehabilitation Program.</p> <p>1. <u>BDI Central Office</u></p> <p><u>Permanent</u>. Transfer to a FRC when no longer needed for reference. Offer to the National Archives 10 years thereafter.</p> <p>2. <u>BDI Regional Offices</u></p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>B. <u>Rehabilitation Program Administration Report Files</u></p> <p>These files consist of reports received by SSA on the administration of the Vocational Rehabilitation Program. Included are reports received from the Rehabilitation Services Administration (RSA) pertaining to the accounting of program funds, State VR agency caseload reports, and similar records. (Record copies of these records are retained by RSA.)</p> <p>Destroy after 5 years.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>C. <u>Rehabilitation Letter of Credit Files</u></p> <p>These files consist of correspondence which is prepared annually to notify the Treasury and the Rehabilitation Services Administration of the amount of Trust Fund monies available for the Vocational Rehabilitation Program. Included are background and supplemental records.</p> <p>1. <u>Office of Record</u></p> <p><u>Permanent</u>. Transfer to a FRC when no longer needed for reference. Offer to the National Archives 10 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed for reference.</p> <p>D. <u>State VR Agency Review Files</u></p> <p>These files consist of records relating to the administrative review of State vocational rehabilitation agency operations. Included are monthly reports of visits, communications concerning improvements in operations, and similar records.</p> <p>1. <u>BDI Central Office</u></p> <p>Transfer to a FRC when no longer needed for reference. Destroy 20 years thereafter.</p> <p>2. <u>BDI Regional Offices</u></p> <p>Destroy after 3 years, or when no longer needed for reference, whichever is earlier.</p> <p>E. <u>Verification of Beneficiary Status File</u></p> <p>These files consist of records prepared by State vocational rehabilitation agencies to request SSA verification of the beneficiary status of disabled persons. Included are Forms SSA-2082, Request for Verification of Social Security Disability Beneficiary Status for Disabled Workers; SSA-2084, Follow-up</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Request for Verification of Social Security Disability Beneficiary Status; SSA-2085, Request for Verification of Social Security Disability Beneficiary Status for Disabled Widows, Widowers, and Surviving Divorced Wives; SSA-2086, Request for Verification of Social Security Disability Beneficiary Status for Disabled Adult Children; or their equivalents; emergency verification requests; and related records.</p> <p>Destroy after 1 year.</p> <p>VIII. <u>BLACK LUNG PROGRAM RECORDS</u></p> <p>A. <u>Black Lung Program Congressional Reporting Files</u></p> <p>These files consist of annual reports to Congress on the administration of Part B of Title IV of the Federal Coal Mine Health and Safety Act (Black Lung Program). The reports contain summaries of Black Lung Program provisions, regulations, and policies; statements of significant program developments; information on the appeals process, offsets, other reductions, and terminations; and statistical data on the number of claims filed, processed, allowed, and denied, benefit payments disbursed, administrative expenses, and related subjects. Related background records are included.</p> <p>1. <u>Office Responsible for the Preparation and Issuance of the Report</u></p> <p><u>Permanent</u>. Transfer to a FRC when no longer needed for reference. Offer to the National Archives 10 years thereafter.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed for reference.</p>		
IX.	<p><u>COURT CASE RECORDS</u></p> <p>A. <u>Court Case Files</u></p> <p>These files consist of individual case folders containing correspondence, memorandums, copies of</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>court decisions, and similar records that serve to document the significant actions taken on specific court cases. The folders are arranged by claimant's name.</p> <p>Transfer to a FRC 2 years after the close of the court case. Destroy after 8 years' retention in the FRC.</p> <p>B. <u>Litigation Record Card Files</u></p> <p>These files consist of Forms CO-0766, Disability Litigation Record Card; CO-0766A, Black Lung Litigation Record Card; CO-1772, Criminal Violations Record Card; or their equivalents. The records document the progress of specific court cases and are used in the preparation of statistical reports. They are arranged by claimant's name.</p> <p>Transfer to an inactive file after the close of the court case. Destroy after 10 years' retention in the inactive file.</p> <p>C. <u>Court Case Reference Card Files</u></p> <p>These files consist of 3" x 5" cards which contain the name and social security number of claimants involved in court actions. The cards are arranged by social security number and serve as a cross reference to the litigation record card files. They are used to locate information on a case when a request is received listing only the claimant's social security number.</p> <p>Transfer to an inactive file after the close of the court case. Destroy after 10 years' retention in the inactive file.</p> <p>D. <u>Report of Court Decisions Files</u></p> <p>These files consist of quarterly reports on court decisions in social security disability and black lung cases. The reports provide information on significant U.S. District Court, U.S. Court of Appeals, and U.S. Supreme Court actions on disability</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>and black lung cases. Included are statements of the significant policy implications of court decisions and statistical data on court case actions (data on pending decisions, disposition of cases, cases remanded, court actions filed, etc.).</p> <p>1. <u>Office Having BDI Staff Responsibility</u></p> <p><u>Permanent</u>. Transfer to a FRC when no longer needed for reference. Offer to the National Archives 10 years thereafter.</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>E. <u>Report of Criminal Violations Activities Files</u></p> <p>These files consist of statistical reports on actions taken on possible criminal violations of the Social Security Act and/or the Federal Coal Mine Health and Safety Act. The reports provide statistical data on cases referred to regional attorneys for prosecution, referrals by regional attorneys to U.S. attorneys, prosecution declinations, prosecutions, and convictions.</p> <p>1. <u>Office Having BDI Staff Responsibility</u></p> <p>Destroy after 5 years, or when no longer needed for reference, whichever is earlier.</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>F. <u>Notice of Court Action Files</u></p> <p>These files consist of Form CO-0851, Notice of Court Action Filed, and equivalent or similar records. The records are used to identify cases that are currently involved in court action. They are also used in the preparation of statistical reports.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
X.	<p>Destroy after 1 year. (Note: Records filed in claims or court case files are to be retained in accordance with the disposition instructions for those files.)</p> <p><u>MEDICAL STAFF RECORDS</u></p> <p>A. <u>Medical Staff Case Analysis Files</u></p> <p>These files consist of Form SSA-416, Bureau of Disability Insurance Medical Consultant's Case Analysis, and equivalent or similar records. The records document comments made by members of the Medical Consultant Staff in analyzing specific disability cases.</p> <p>Destroy after 1 year. (Note: Records filed in claims files are to be retained in accordance with the disposition instructions for those files.)</p> <p>B. <u>Medical Case Control Files</u></p> <p>These files consist of Forms CO-0297, MCS Sample Review Process; CO-0297A, CO-0297B, and CO-0297C, Medical Staff Records Index; or their equivalents. The records are used to control disability cases referred to the Medical Consultant Staff for review.</p> <p>Destroy after 1 year.</p> <p>C. <u>X-ray Index Card Files</u></p> <p>These files consist of Form CO-1797, Medical Staff X-ray Index, and equivalent or similar records. The records are used to control and record medical readings of X-ray film sent to the Medical Consultant Staff in connection with the Black Lung Program.</p> <p>Destroy after 2 years.</p>		
XI.	<p><u>DISABILITY INQUIRY RECORDS</u></p> <p>A. <u>BDI-Controlled Correspondence Files</u></p> <p>These files consist of individual folders containing</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
XII.	<p>records accumulated in processing and responding to a specific piece of BDI-controlled correspondence. Included in each folder is a copy of the original inquiry and final SSA response, and copies of interim responses. The folders are arranged in social security number sequence.</p> <p>Destroy 30 days after final response.</p> <p><u>EXCEPTION PROCESSING RECORDS</u></p> <p>A. <u>Regular Transcript Pass Tape (RTPT) Listing Files</u></p> <p>These files consist of Regular Transcript Pass Tape (RTPT) listings of control, exception, balancing, and notification data, grouped in social security number sequence by message code. The listings also contain reconciliation totals for validations. The listings are used in balancing the regular transcript.</p> <p>Transfer to a FRC after 1 year. Use Record Group 217.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>B. <u>Supplemental Transcript Pass Tape (STPT) Listing Files</u></p> <p>These files consist of Supplemental Transcript Pass Tape (STPT) listings of all control and processing data necessary for balancing and subsequent actions. The listings are used in balancing the supplemental transcript and in the preparation of vouchers.</p> <p>Transfer to a FRC after 1 year. Use Record Group 217.</p> <p> Arthur J. Benner, SSA Records Officer</p> <p> Dick Doame, BDI Records Liaison Officer</p>		