

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 14 Jul 80/4

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO	NCL-47-80-13
DATE RECEIVED	July 14, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Systems

4. NAME OF PERSON WITH WHOM TO CONFER
Ernest P. Lardieri

5. TEL EXT
594-5770

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7/9/80	<i>Ernest P. Lardieri</i>	Departmental Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>Machine-Readable Systems of Records</u> <u>Maintained by Office of Systems</u> (Formerly Bureau of Data Processing Components)</p>		
1.	<p>Master Beneficiary Record (MBR)</p> <p>A machine-readable system of records containing information on all social security beneficiaries currently entitled to receive retirement, survivors, disability, and special minimum social security benefits. The MBR also contains information for beneficiaries whose entitlement has been terminated; for claimants whose claims have been denied or terminated; and interface records for all health insurance and supplemental security income recipients. The MBR is updated monthly and contains records from 1962 to the present. Master beneficiary information for each individual may include social security number, primary insurance amount (insured) or quarters of coverage required and earned (uninsured), insured status, benefit computation, use of military or retirement credits, effective date of onset of disability for disability cases, date and proof of death for death cases, name and address of payee, servicing district office, date of birth, sex, age, benefit payment status, date of entitlement,</p>		WITHDRAWN

Request for Records Disposition Authority - Continuation

JOB NO

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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>enrollment data on health or supplementary medical insurance provisions of the Social Security Act, annual report of earnings, representative payee data, and chronological payment listing for each beneficiary.</p> <p><i>PERMANENT. Offer to NARS 120 after update.</i></p> <p>Erase and return to blank stock 120 days after update.</p> <p>2. <u>Earnings Record and Self-Employment Income System</u></p> <p>A master file containing a summary of earnings for all individuals, including self-employed, who pay social security taxes. The records are updated quarterly *and are in social security number sequence. Earnings information dates from 1937 to present. The system contains records of all social security number holders; their name, date of birth, sex, race, a summary of their yearly earnings, quarters of coverage, special employment codes (i.e., self-employment, military, agriculture, and railroad); benefit status, and employer identification (beginning in 1979).</p> <p><i>PERMANENT. Offer to NARS 270 days after update.</i></p> <p>Erase and return to blank stock 270 days after update.</p> <p>*Beginning in 1979, earnings information will be reported by employers annually, rather than quarterly. The master summary file will be updated on a quarterly basis (i.e., June 1980, September 1980, December 1980 and March 1981 for tax year 1979). Not until the last update for the specific tax year is completed will all the earnings for that year be posted and the tape be considered updated. Thus, 3 generations of magnetic tapes will be normally maintained.</p> <p><i>The Social Security Administration certifies that it will maintain tapes in accordance with requirements in FPMR 101-32.1207 and FPMR E-165 (July 27, 1977).</i></p>		<p>WITHDRAWN</p>