

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NEW NC 9/22/80

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

LEAVE BLANK	
JOB NO	NC1-47-81-6
DATE RECEIVED	January 5, 1981
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-1-82</i> Date	<i>[Signature]</i> 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 Policy

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

5. TEL EXT
934-5770

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 7 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 <u>12/22/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <u>Dr. George E. Deal</u>	E. TITLE <u>Departmental Records Management Officer</u>
----------------------------	--	--

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 RESEARCH AND STATISTICS</u>			
1.	<p><u>Survey of the Aged (DECA: Demographic and Economic Characteristics of the Aged)</u></p> <p>Periodic surveys conducted of aged population, age 65 and over, for the purposes of socio-economic research for policy analysis. Records are in a machine-readable format on magnetic tape and are available through SSA headquarters. Studies were conducted in 1968 and 1972 followup work done in 1977. There are over 8,000 individual records in the sample which are indexed by an arbitrarily assigned number. Periodic studies may be planned for the future.</p> <p>Data is obtained from current population surveys conducted by the Census Bureau and is forwarded to SSA in the form of original and microfilm copies of tabulations and tapes. Information on individuals may include labor force participations; Social Security benefit data; and economic, income, and demographic information. Output documentation consists of statistical tables, tabulations and analysis papers on income and labor force participation of the aged. These analysis papers are printed in the <u>Social Security Bulletin</u> and may be reprinted periodically as special study articles.</p>	NC3-47-78-3	Permanent

26 items

MASS DATA CHANGE SHEET NOT REQUIRED
Closed Out: 2-282: K.T.D.
Copy to Agency, NNR, NNH & NNPTMMB

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
A.	<p><u>Tabulations and Statistical Tables</u></p> <p>Destroy 3 years after publication.</p>		
B.	<p><u>Publications (Analysis Papers and Study Articles)</u></p>		
C.	<p><u>Record Copy</u></p> <p>Permanent. Offer to the National Archives when 10 years old. See Item 5.</p>		
D.	<p><u>Other Copies</u></p> <p>Destroy when administrative value ceases.</p>		
D.	<p><u>Tapes</u></p> <p>Permanent. Offer to the National Archives 3 years after publication. (The 1968 study has already been accessioned by the National Archives.)</p>		
2.	<p><u>SSI Studies</u></p>		
a.	<p><u>Survey of Low Income Aged and Disabled (SLIAD)</u></p>		
	<p>A magnetic tape system of records consisting of two files, the Welfare Aged and Disabled and Current Population Survey (SPS) Aged and Disabled. These files are maintained at SSA headquarters and are indexed by individual records with additional updated information from the Supplemental Security Record (SSR) added yearly. The surveys were conducted in 1973 and 1974 for the purpose of collecting demographic and socio-economic data necessary for assessing the effect of the SSI program. SLIAD was a two-stage, before - after survey, based on four national samples of low income, aged, blind and disabled persons. Information in individual records consists of a variety of personal background information such as income and assets, health, age, sex, race and geographic location.</p> <p>Data was collected by Census interviewers and transferred from interview forms, coded and edited on magnetic tapes. Output consists of tabulations and published reports and articles which appeared periodically in the <u>Social Security Bulletin</u>. Examples of published reports and articles include <u>The Survey of Low Income Aged and Disabled: An Introduction</u>, and <u>Survey Design, Estimation Procedures and Sampling Variations</u>.</p>		
2a(1)	<p><u>Tabulations</u></p> <p>Destroy 3 years after publication of reports.</p>		
2a(2)	<p><u>Magnetic Tapes</u></p> <p>Permanent. Produce duplicate tapes annually and offer to the</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Magnetic Tapes (con.)</p> <p>National Archives. Erase agency's copies when administrative value ceases.</p> <p><u>Published Reports</u></p> <p>2a (3) <u>Record Copy</u></p> <p>Permanent. Offer to the National Archives 10 years after publication date. See Item 5.</p> <p>2a (4) <u>Other Copies</u></p> <p>Destroy when administrative value ceases.</p> <p>2b. <u>Longitudinal SSI Access File</u></p> <p>A magnetic tape system of records maintained at SSA headquarters updated monthly, indexed by social security number (SSN) and containing information on SSI recipients. The purpose of the system is to show a cross-sectional picture of a specific sample of SSI recipients as well as to provide a view of SSI program experience over a long period of time. Records in the system date from 1974 to the present and consist of a 10 percent cross-section and a 2 percent longitudinal followup of SSI recipients. (Records are dropped off if the individuals no longer appear on the SSR). The types of information contained in individual records consist of demographic information; earnings and income; and payment and overpayment history under SSI and related Federal/State programs.</p> <p>Input information is obtained via tape transfer from the SSR. Output consists of tabulations, estimates and projections produced quarterly and annually. These are in memorandum format and are used for budget estimates and statistical purposes.</p> <p><u>Magnetic Tape</u></p> <p>Permanent. Offer first calendar month's tape (January) annually to the National Archives when it is 2 years old. Erase and return to blank stock other monthly tapes when they are 2 years old.</p>		
3.	<p><u>Continuous Work History Sample System</u></p> <p>A machine-readable system of records on magnetic tapes maintained at SSA headquarters and indexed by SSN (some files are indexed by scrambled identifier). System files consist of samples of persons with SSNs issued through the cut-off date of the files.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Specific files include 1 percent 1937 to Date File, 1/10 of 1 percent 1937 to Date File, 1 percent Annual Employee-Employer File (dating from 1957 to present), 1 percent Annual Self-Employed File (1960 to present) and 1 percent Longitudinal Employee-Employer File. The files are updated annually. Also included are those individuals working for the Federal Government and those covered by Railroad Retirement Act, as well as individuals under social security.</p> <p>The purposes of the system are for socio-economic research, policy, analysis, workload estimates and program statistics. The types of information in each file record consist of employee characteristics (date of birth, sex and race), employer characteristics (geographic location and industrial activity); earnings information; self-employment information; insured status information; benefit information; and geography information (residence of employee). Input information is obtained via tape of transfer from other systems of records. Once individual is selected in the 1 percent sample file, updated information is received from such records sources as Master Beneficiary Record; Earnings and Self-Employment Records (quarterly and summary records); Employer Identification Number File; SF-50, Notification of Personnel Action (Office of Personnel Management form for Federal employees); Railroad Retirement Board Master file; and (prior to the Tax Reform Act of 1976) Internal Revenue Service name and address file (for employee residential address information).</p> <p>Output information consists of statistical tabulations, which are used for periodic published articles in the <u>Social Security Bulletin</u> and <u>R&S Notes</u>. Microfilm copies of the 1 percent Annual Employer-Employee File and 1/10 of 1 percent 1937 to Date File are also produced.</p> <p>At the present time there are no public use versions of the Continuous Work History Sample (CWHS) magnetic tapes. Since the CWHS contains tax return information, the release of the records is subject to the provisions and restrictions of Tax Reform Act of 1976.</p> <p>Accessioning by National Archives Records Service will be contingent upon concurrence of IRS.</p> <p><u>Magnetic Tape Files</u></p> <p>a. Permanent. Offer duplicate tapes annually to National Archives when they are updated.</p> <p>b. Erase and return to stock other agency copies of tapes when</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

5

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>administrative value ceases.</p> <p>3 C. <u>Microfilm</u> Destroy when updated microfilm is received.</p> <p>3 D. <u>Tabulations</u> Destroy after 3 years.</p> <p>3 E. <u>Publications and Reports</u></p> <p> (1) <u>Record Copy</u> Permanent. Offer to the National Archives 10 years after publication. See Item 5.</p> <p> (2) <u>Other Copies</u> Destroy when administrative value ceases.</p> <p>4 <u>DI Studies</u></p> <p> a. <u>Social Surveys Records</u></p> <p> Records consisting of tabulations and magnetic tape records of periodic studies of disabled adults. These studies were conducted in 1972, 1974, and 1978 and may be conducted at future times. The 1974 study was a followup of disabled and nondisabled adults and 1978 covered disability and work factors. Records are maintained at SSA headquarters and are indexed by a six position numeric code assigned during the interview process.</p> <p> Information is obtained via interviews by census questionnaire and from information on the Master Beneficiary Records. Information in the individual study records may include family background and social relations; labor force, work experience and income; health conditions and attitudes; work limitations; Government programs; rehabilitation factors; health insurance and medical care; job training; and SSA beneficiary and earnings data. Output includes tabulations (in microfilm and paper form) and periodic study reports which are published from the tabulation. Examples of reports from the 1972 study include <u>First Findings of the 1972 Study of the Disabled</u>; <u>General Characteristics</u>; <u>Assets Disability</u>; and <u>Income and Disability</u>. Reports of 1974 include <u>General Characteristics and Work Experience of the Disabled</u>. These reports may be published as special studies or in the <u>Social Security Bulletin</u> and <u>R&S Notes</u>.</p>		

Request for Records Disposition Authority - Continuation	JOB NO	PAGE OF 6	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(1) <u>Tabulations</u></p> <p>Destroy 3 years after completion of publication of reports.</p> <p>(2) <u>Reports</u></p> <p>(a) <u>Record Copy</u></p> <p>Permanent. Offer to the National Archives 10 years after publication. See Item 5,</p> <p>(b) <u>Other Copies</u></p> <p>Destroy when administrative value ceases.</p> <p>(3) <u>Magnetic Tapes</u></p> <p>(a) Permanent. Offer duplicate tapes to the National Archives within 1 year after special study is conducted.</p> <p>(b) Erase and return to blank stock agency copies of study tapes when administrative value ceases.</p> <p>b. <u>Special Studies Records</u></p> <p>These records contain data about disability insurees derived from longitudinal 2½ percent randomly selected samples of disability insurees (excluding dependents) from disability insurance folders. Punchcards, prepared from the data, are used to produce tapes. The tape contains data on general characteristics of the insuree, data pertaining to the disability program; and data on the medical factors of disability. Included are Forms CO-2185, ORSI Characteristics of Claimant; CO-2185A-G, State Agency Initial Determination; and their equivalents. Reports which are prepared from the data include:</p> <p>(1) <u>Periodic Data Summary</u></p> <p>Published monthly or quarterly, this report contains the sample size and selected characteristics of the sample, such as age, sex, medical impairment, type of occupation, and decision outcome.</p> <p>(2) <u>Project Studies</u></p> <p>Published annually, these reports pertain to the methodology of the disability program, such as Longitudinal Approach of Reconsideration Decision Process and Medical Evaluation Process in the Office of Disability Operations.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5.	<p>(3) <u>Staff Reports</u></p> <p>These reports, prepared periodically at the request of other offices, contain data on subjects such as the impact upon the public of proposed increased or decreased coverage, the effects of a changed definition of disability.</p> <p>(a) <u>Reports</u></p> <p>(1) <u>Record Copy</u></p> <p>Permanent. Offer to the National Archives 10 years after publication. See Item 5.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when administrative value ceases.</p> <p>(b) <u>Forms</u></p> <p>Destroy after 1 year.</p> <p>(c) <u>Punchboards</u></p> <p>Destroy 1 year after tape is produced.</p> <p>(d) <u>Magnetic Tapes</u></p> <p>(1) Permanent. Offer duplicate tape to the National Archives within 1 year after creation or update.</p> <p>(2) Erase and return to blank stock agencies copies of tapes when administrative value ceases.</p> <p>Publications and reports resulting from studies and surveys described in Items 1 through 4 above.</p> <p>a. Publications and reports distributed by GPO and printed before 1980.</p> <p>Permanent. Offer to NARS 10 years after publication.</p> <p>b. Publications and reports distributed by GPO and printed after 1979.</p> <p>Destroy when administrative value ceases.</p> <p>c. Publications and reports not ^{printed nor} distributed by GPO.</p> <p>Permanent. Offer to NARS 10 years after publication.</p>		