

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*See NCR 30200810*

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

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

2. MAJOR SUBDIVISION  
Social Security Administration

3. MINOR SUBDIVISION  
Office of Central Operations

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

5. TEL EXT  
934-5750

LEAVE BLANK	
JOB NO	
<b>NCI-47-81-7</b>	
DATE RECEIVED <b>February 3, 1981</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>12-21-81</b> Date	<i>[Signature]</i> Archivist of the United States

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 5 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 1-21-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> George E. Dear	E. TITLE Department Records Management Officer
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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
	<u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF CENTRAL OPERATIONS</u>		
<i>1.</i>	<u>Award Processing Action Tape (APAT) Listing</u>  Statistical and certification totals from the first step of the Awards Processing Operation. The daily APAT listing is used as control totals. The final listing of the month includes accumulative totals and is used as a feeder for the transfer voucher, SF-1081, (used to transfer premiums to HCFA) and as a feeder for the administrative reports (SSA-398, Report of Title II Benefit Certification to the U.S. Treasury Department, and the Report of Net Reimbursements from the General Funds).  Transfer to FRC after 1 fiscal year. Destroy after a total of <b>6</b> fiscal years, <b>3 months</b> .		
<i>2.</i>	<u>Supplemental Transcript Accrual Ledger Edit (STALE) Listing</u>  Provides control totals from the second step of the Awards Processing Operation and identifies exceptions. Used to identify problems in the APAT totals and identify input items for the Debit Conversion Operation (DEBCO). It may be referenced months later as result of nonreceipt inquiries from the Program Service Center (PSCs).		17 items

*see GAO*

## Request for Records Disposition Authority - Continuation

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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
	(con.)  Exceptions become documentation to support issuance of replacement checks.  Transfer to FRC after 1 year. Destroy after a total of 6 fiscal years, 3 months.		
per GAO  3.	Claims System Pass of the Regular Transcript (C-SPOT-RUN) Totals Listing  Produced monthly of data extracted from the Master Beneficiary Record. The underpayment totals are used in the Report of Overpayment, Underpayments and Accrued Liabilities. There is also a page of national cumulative totals.  Transfer to FRC after 1 fiscal year. Destroy after a total of 6 fiscal years, 3 months.		
per GAO  4.	Regular Transcripts Totals and Regular Transcript Segment Totals  Provides totals which are used for controlling and certifying regular monthly benefits checks. Totals are provided by segment which are subdivided into areas. The area totals are referenced only when out-of-balance conditions occur. The segment totals summaries are used for balancing and certification and support the form SSA-110, Voucher and Schedule of Payments sent to Treasury by the PSCs.  Transfer to FRC after 1 fiscal year. Destroy after a total of 6 years', 3 months retention.		
5.	Orbit Search Operation (ORBSE) Listing  Provides control totals by areas and segment for postentitlement current month accruals in orbit. Produced daily and must be balanced to the Systems Integrity Fiscal Totals (SIFT) automated worksheets. Lists are not used unless an out-of-balance or irregularity occurs. Daily listing provides a current run total and an accumulative total. The final listing of the month is used to balance the Treasury Operation Payment tape.  Destroy after 1 fiscal year.		
6.	Coal Mine-(Black Lung) Totals Listing  Produced daily showing the number of Coal Miner payments and amounts payable for a specific run date. It is used to balance the Prior Month Accrual (PMA) merge (Treasury Operation totals).		

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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
<i>per GAO</i>	<p>Transfer to FRC after 1 fiscal year. Destroy after a total of 6 fiscal years, 3 months</p> <p>7. <u>Immediate Payment Critical Case (IMPACC) Listing</u></p> <p>Produced daily showing the number of IMPACC payments and amounts payable for a specific run date. Designates payments to be made immediately as opposed to day two payments. Used to balance the Prior Month Accrual (PMA) merge (Treasury Operation totals).</p> <p>Transfer to FRC after 1 fiscal year. Destroy after a total of 6 years', 3 months' retention.</p>		
	<p>8. <u>Separate Operation for Billing, Entitlement and Remittances (SOBER) Listing</u></p> <p>Produced daily showing the number of SOBER payments and amounts payable (excess premium refunds) for a specific run date. It is used to balance the PMA merge (Treasury Operation totals). Reflects feeder information for trust fund transfers and is manually accumulated for reporting purposes.</p>		
<i>per GAO</i>	<p>Transfer to FRC after 1 fiscal year. Destroy after a total of 6 fiscal years, 3 months.</p> <p>9. <u>Prior Month Accrual (PMA) Merge Totals Listing</u></p> <p>Produced daily, consisting of National and Regional Disbursing Center (RDC) totals. The national totals are used for balancing; the separate RDC totals are used to support the payment vouchers (SSA-110's) which are prepared in the PSCs.</p>		
<i>per GAO</i>	<p>Transfer to FRC after 1 fiscal year. Destroy after a total of 6 fiscal years, 3 months.</p> <p>10. <u>Current Month Accrual (CMA) Merge Totals Listing</u></p> <p>Produced monthly consisting of National and Regional Disbursing Center (RDC) totals. The national totals are used for balancing to the totals on the Systems Integrity Fiscal Totals (SIFT) automated worksheets. The RDC totals are used as a basis for the payment vouchers (SSA-110's) which are prepared in the PSCs.</p>		
<i>per GAO</i>	<p>Transfer to FRC after 1 fiscal year. Destroy after a total of 6 fiscal years, 3 months.</p> <p>11. <u>Hold Check Totals Listing</u></p> <p>Produced daily after the monthly regular transcript update begins</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>(con.)</p> <p>and continues through the last day of the operating month. It contains totals for the hold check tape files. The totals are used for balancing to the "Other hold check" totals on the Systems Integrity Fiscal Totals (SIFT) automated worksheets. After balancing, totals are provided to the PSCs.</p> <p>per GAO Transfer to FRC after 1 fiscal year. Destroy after a total of 6 fiscal years, 3 months.</p>		
12.	<p>Systems Integrity Fiscal Totals (SIFT) Automated Worksheets</p> <p>Produced daily and consists of statistical and control totals of all payment transactions processed through the postentitlement operation and entered into the Payment Update (PUT) merge. Provides control totals for balancing to payment tapes and changes to the MBR. The totals are produced by run date and on segment basis. It constitutes the control account ledgers.</p>		
a.	<p><u>Daily Worksheets</u> - except as noted below, <sup>(1)</sup> destroy after 1 month.</p> <p><u>Exceptions:</u> The following pages are used in the balancing operation</p> <p>Page 81 of the run total balances Prior Month Accrual (PMA) merges. (The segment page 81 is used only if an out-of-balance is detected.)</p> <p>Page 82 of each of the 20 segments is used to balance the Postentitlement Current Month Accrual (PCMA) segment pages.</p> <p>Page 87 of each of the 20 segments is used to balance the Hold Check Tape and compute the PCMA's in orbit.</p> <p><u>Exceptions:</u></p> <p><sup>(2)</sup> Transfer to FRC after 1 fiscal year. Destroy after a total of 6 years', 3 months' retention.</p>		
b.	<p><u>Monthly Worksheets</u> - the final SIFT produces summary and accumulative statistics for each update month of all ledger categories and segments.</p> <p>a. The following pages are used from the final SIFT for balancing the regular transcript:</p> <p>Segment Totals page 73 -- Postentitlement debits  Segment Totals page 75 -- Postentitlement credits  Segment Totals page 71 -- Regular Transcript Current Month Accruals (CMA's)  Segment Totals page 72 -- Reversals of Regular Transcript Current Month Accruals (CMA's)</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
	(con.)  Segment Tables page 72 -- Uninsured debits and credits Segment Tables page 77 -- Advance File and Delayed debits and credits  b. The following pages are used from the final SIFT trust fund transfers and reports:  Run total page 82 -- Supplemental Medical Insurance (SMI) transfer Run total page 86 -- General Fund Transfer Run total page 85 -- Benefit Trust Fund transfer Run total page 84 -- Lump Sum statistics (used in SSA-398 report)		
<i>per GAO</i>	Transfer to FRC after 1 fiscal year. Destroy after a total of 6 years', 3 months' retention.		
<i>13.</i>	<u>Postentitlement Out-of-Balance Totals Validation (TOTVAL) Listing</u>  Provides greater details of the out-of-balance conditions alerted in the Systems Integrity Fiscal Totals (SIFT) operations. The out-of-balance between the payment update totals and the totals derived by the validation operation must be controlled until resolved by the SSA-2378, EDP Postentitlement Processing Totals Correction Notice.  Transfer to FRC after 1 fiscal year. Destroy after a total of 6 years', 3 months' retention.		
<i>14.</i>	<u>Telegraphic Message</u>  A photocopy of the telegraphic message sent to the PSCs used for informational purposes. It provides information pertaining to the Postentitlement Action Tapes sent to the PSCs. Referenced when notice is received that the tapes have not been delivered to the PSCs or the totals are not received by the accounting group for a given run. It is used to track the status of payment tapes for each run date.  Transfer to FRC after 1 fiscal year. Destroy after a total of 4 fiscal years.		
<i>15.</i>	<u>IA Tables</u>  A statistical summary of the month's update records and the status of the Master Beneficiary Record after the updates are applied. These statistics are also maintained by the designer, the Office of the Actuary. The accounting staff verifies accuracy of tables each month and notifies the Office of the Actuary of errors. The statistics should be balanced to the Regular Transcript Totals.  Transfer to the FRC after 2 fiscal years. Destroy after a total of 6 years', 3 months' retention.		
<i>per GAO</i>			