

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

General Information

Agency or Establishment	Social Security Administration
Record/Scheduling Group	0047 - Records of the Social Security Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Quality Performance
Minor Subdivision	Office of Quality Data Management
Schedule Subject	Office of Quality Performance Files
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Item Count

Total number of disposition items: 9

Number of Temporary disposition items: 7

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Outline of Records Schedule Items for DAA-0047-2011-0002

Item #	Title	Disposition
0001	General Program Administration Files : A. Instructional Files	Permanent
0002	General Program Administration Files : B. Instructional Background Files	Temporary
0004	General Program Administration Files : Administrative Files : Sample Control Listings (SCL) : a. Office Responsible for Sampling National Reviews, Studies, and/or Surveys	Temporary
0005	General Program Administration Files : Administrative Files : Sample Control Listings (SCL) : b. Office Responsible for Sampling Local Reviews, Studies, and/or Surveys	Temporary
0003	General Program Administration Files : Administrative Files : Office Responsible for Preparation of Administrative Files and Reports	Temporary
0007	General Program Administration Files : Quality Assurance (QA) Program Files : b. Office Responsible for Local Reviews, Studies, and/or Surveys	Temporary
0006	General Program Administration Files : Quality Assurance (QA) Program Files : a. Office Responsible for National Reviews, Studies, and/or Surveys	Temporary
0009	General Program Administration Files : Reports And : Or Publications Resulting From Reviews, Studies, and : or Surveys : b. Reports and/or Publications from Reviews, Studies, and/or Surveys Issued by Other Offices	Temporary
0008	General Program Administration Files : Reports And : Or Publications Resulting From Reviews, Studies, and : or Surveys : a. Reports and/or Publications from Reviews, Studies, and/or Surveys Issued by the Office of Deputy Commissioner or Office of the Associate Commissioner.	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Records Schedule Items

Group Title	General Program Administration Files	
Group Description	This schedule provides authoritative instructions for the retention or destruction of the Office of Quality Performance (OQP's) records related to reviews, studies, and/or surveys of selected general program administration files, administrative files, sample control listings, quality assurance program files, and reports and/or publications resulting from reviews, studies, and/or surveys. It grants authority for the disposition of existing and future records, regardless of media.	
DAA-0047-2011-0002-0001	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	A. Instructional Files	
Item Description	Manuals, directives, handbooks, and other formal policy and procedural issuances prepared by OQP components. Quality Assurance Manual issuances and similar material are included.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-047-76-025	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0047-2023-0001-0002 on 04/22/2026.		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the files are superseded or discontinued.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0047-2011-0002-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	B. Instructional Background Files
Item Description	Records accumulated in the preparation, clearance, and publications of manuals, directives, handbooks, and other formal policy and procedural issuances. Reviews, studies, and/or surveys, clearance comments, recommendations, and similar records, which provide a basis for publication and contribute to the content of the issuance, are included.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This Item is inactive because it was superseded by DAA-0047-2023-0001-0006 on 4/22/2026 on 05/06/2026.	
Final Disposition	Temporary
Retention Period	Destroy immediately after files are superseded or discontinued
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	General Program Administration Files : Administrative Files : Sample Control Listings (SCL)
Group Description	Listings used for control purposes and identifying cases - which may include the social security number and the first five letters of the claimant's surname - selected for quality assurance reviews, studies, and/or surveys.
DAA-0047-2011-0002-0004	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Item Title	a. Office Responsible for Sampling National Reviews, Studies, and/or Surveys	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-47-76-25	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 20 year(s) after listings documenting the selection of cases 20 years after the review, study, and/or survey of other areas of SSA programs or service delivery.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0047-2011-0002-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	b. Office Responsible for Sampling Local Reviews, Studies, and/or Surveys	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 7 year(s) after the review, study, and/or survey of other areas of SSA programs or service delivery.	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	General Program Administration Files : Administrative Files
Group Description	Records created or maintained by Central Office (CO) and OQP Field Sites in the performance of their assigned functions. The following are included: a. Official file copies of outgoing correspondence relating to office functions; b. Comments on draft reports, studies, and proposals prepared by other offices; c. Contributions to and/or comments on proposed legislation; d. Suggestion evaluations; e. Program and management reports (including, but not limited to, overtime and staffing reports, workload and production reports, highlights, and other reports prepared to submit narrative or statistical data to management offices).

DAA-0047-2011-0002-0003

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	Office Responsible for Preparation of Administrative Files and Reports
Is this item media neutral?	Yes
Is this item a Big Bucket?	

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Temporary
Retention Period	Destroy immediately after 2 years after the close of the calendar year in which the files are dated

ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	General Program Administration Files : Quality Assurance (QA) Program Files
-------------	---

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Group Description	The QA program files contain QA data collected and documents relating to review, study, and/or survey of Title II, Title XVI, and Title XVIII of the Social Security Act, the hearing process, or other areas of SSA programs or service delivery. Analysis of SSI Quality Assurance Case Review, RSI Quality Assurance Case Review, and Hearing Quality Assurance Case Review is included.
DAA-0047-2011-0002-0007 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	b. Office Responsible for Local Reviews, Studies, and/or Surveys
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 7 year(s) after the review, study and/or survey of other areas of SSA programs or service delivery.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0047-2011-0002-0006 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	a. Office Responsible for National Reviews, Studies, and/or Surveys
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Retention Period	Destroy 20 year(s) after the review, study and/or survey of the other areas of SSA programs or service delivery.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	General Program Administration Files : Reports And : Or Publications Resulting From Reviews, Studies, and : or Surveys
Group Description	Reports and/or publications resulting from reviews, studies, and/or surveys on OQP-collected data related to Title II, Title XVI, and Title XVIII, Part D of the Social Security Act, the quality review of the hearing process, or other areas of SSA programs or service delivery.

DAA-0047-2011-0002-0009

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	b. Reports and/or Publications from Reviews, Studies, and/or Surveys Issued by Other Offices
Is this item media neutral?	Yes
Is this item a Big Bucket?	

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Temporary
Retention Period	Destroy 10 year(s) after the report and/or publication issuance

ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0047-2011-0002-0008

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	a. Reports and/or Publications from Reviews, Studies, and/or Surveys Issued by the Office of Deputy Commissioner or Office of the Associate Commissioner.
Is this item media neutral?	Yes

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the report was finalized/published.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
ADDITIONAL INFORMATION	
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2011-0002

Status: APPROVED
Date Approved: 03/07/2012

Signatory Information

Action	User	Date
Approve	David Ferriero	03/07/2012