

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
Date Approved: 05/05/2026

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## 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 the Inspector General (OIG)
Schedule Subject	Office of the Inspector General (OIG) Records
Additional Schedule Information	<p>The Office of the Inspector General (OIG) is responsible for meeting its statutory mission to promote economy, efficiency, and effectiveness in the administration of Social Security Administration (SSA) programs and operations and to prevent and detect fraud, waste, abuse, and mismanagement in such programs and operations. To accomplish this mission, OIG directs, conducts, and supervises a comprehensive program of independent and objective audits, evaluations, and investigations relating to SSA's programs and operations. The OIG also searches for and reports systemic weaknesses in SSA programs and operations and makes recommendations for needed improvements and corrective actions. In addition, the OIG provides timely, useful, and reliable information and advice to Administration officials, Congress, and the public.</p> <p>The Office of the Inspector General (OIG) is comprised of the main office also known as immediate office -- Office of the Inspector General (OIG), and six components within OIG, each with unique roles and responsibilities: (1) Office of Audit (OA); (2) Office of Investigations (OI); (3) Office of Government Relations (OGR); (4) Office of Resource Management (ORM);(5) Office of Information Technology (OIT); and (6) Office of the Counsel to the Inspector General (OCIG).</p> <p>This schedule covers records of the SSA OIG and its six main components.</p> <p>ACCESS RESTRICTION: FOIA Exemptions 6 (personal privacy) and 7 (law enforcement records).</p>
Is There a Classified Version of This Schedule?	No

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Is consultation and coordination with  
Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal  
interests

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## Item Count

Total number of disposition items: 27

Number of Temporary disposition items: 19

Number of Permanent disposition items: 8

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0047-2022-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Final Office of Audit Work Products	Permanent
0002	All Other Audit Work Products and Supporting Files	Temporary
0003	Audit and Evaluation Recommendations	Temporary
0004	Investigative Case Files : OIG Electronic Investigation and Case Tracking System, or equivalent Masterfile : Significant Investigative Case Files	Permanent
0005	Investigative Case Files : OIG Electronic Investigation and Case Tracking System, or equivalent Masterfile : Non-Significant Investigative Case Files	Temporary
0006	Investigative Case Files : OIG Electronic Investigation and Case Tracking System, or equivalent Masterfile : Significant Civil Monetary Penalty (CMP) Case Files	Permanent
0007	Investigative Case Files : OIG Electronic Investigation and Case Tracking System, or equivalent Masterfile : Non-Significant Civil Monetary Penalty (CMP) Case Files	Temporary
0008	Allegations Closed without Full Investigation	Temporary
0009	Quality Assurance Records	Temporary
0010	Peer Review Records	Temporary
0011	Non-Significant OIG Correspondence and Congressional Reference Files, and Executive Controls	Temporary
0012	Significant OIG Correspondence, Congressional Reference Files, and Executive Controls	Permanent
0013	Official Reports	Permanent
0014	Official Report Working Files	Temporary
0015	Significant Press Releases and Announcements	Permanent
0016	Organizational Files and Charts	Permanent
0017	OIG Manual and Handbooks	Temporary
0018	Substantive Policy and Support Records	Permanent
0019	Law Enforcement Verification (LEVER) Requests/Law Enforcement Liaison Records	Temporary
0020	Law Enforcement Officers Safety Act (LEOSA) Files : Records Used by OIG to Determine Eligibility	Temporary
0021	Law Enforcement Officers Safety Act (LEOSA) Files : Eligible Application Packages	Temporary
0022	Law Enforcement Officers Safety Act (LEOSA) Files : Ineligible Application Packages	Temporary
0023	Legal Records not Included in Case or Audit Files	Temporary

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0024	OIG-Developed Training Materials Files	Temporary
0025	OIG Employee Training Files	Temporary
0026	OIG Administrative Records not Covered by the GRS	Temporary
0027	Social Media Content	Temporary

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Records Schedule Items

<b>DAA-0047-2022-0002-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Final Office of Audit Work Products	
Item Description	Final audit and evaluation reports and other final products, approved by the Inspector General, pertaining to financial, information technology, performance, and other reviews conducted by the Office of Audit. Financial audits assess whether SSA's financial statements fairly present the Agency's financial position, results of operations, pursuant to the Chief Financial Officers' Act of 1990. Performance audits review the economy, efficiency, and effectiveness of SSA's programs and operations. An evaluation is a systematic and independent assessment of the design, implementation, and/or results of an Agency's operations, programs, or policies. They provide information that is timely, credible, and useful for agency managers, policymakers, and others. Evaluations can be used to determine efficiency, effectiveness, impact, and/or sustainability, of agency operations, programs, or policies.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
<b>Superseded Items</b>		
Superseded Item	Item Superseded in Part?	Explanation
N1-047-04-002 / 1	Yes	Includes Final Reports. Does not include supporting files and documents
N1-047-04-002 / 2	Yes	Includes Final Reports. Does not include supporting files and documents
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which audit is closed.	
Are there multiple instructions for this item?	No	

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Transfer Instruction	Other: Transfer to the National Archives 25 years after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Digital audio:1TB ; Digital still images:1TB ; Born Digital - Textual Data:23KB
Approximate first year of records covered by this authority	1996
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 05/01/1996 To: 12/31/2030
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

DAA-0047-2022-0002-0002		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	All Other Audit Work Products and Supporting Files		
Item Description	All documentation of audit and evaluation work performed in support of report findings, conclusions, and recommendations, including correspondence, memoranda, supporting work papers, and documents. This also includes the Office of Audit's audit work plans, which outline OIG's perspective of major management and performance challenges facing the agency and communicates OIG priorities to the agency, Congress, and other interested parties.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	Yes		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-047-04-002 / 1	Yes	Includes supporting files and documents. Does not include Final Reports	
N1-047-04-002 / 2	Yes	Includes supporting files and documents. Does not include Final Reports	
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			

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Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which audit is closed.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0047-2022-0002-0003		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Audit and Evaluation Recommendations		
Item Description	Electronic tracking of audit or evaluation recommendations and SSA implementation or follow-up. Includes records created and received in the process of resolving and closing out the recommendations resulting from an audit or evaluation. Also includes written comments by agency officials such as those indicating agreement or disagreement on reported findings and recommendations, and those indicating planned corrective actions and dates for achieving those actions. The master file includes subject and tracking information concerning each audit or evaluation recommendation entered in the system.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	Yes		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-047-04-002 / 4/B	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which the audit/evaluation recommendation is closed.		
Retention Period	Destroy 6 year(s) after cutoff.		
<b>ADDITIONAL INFORMATION</b>			

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

<b>Group Title</b>	Investigative Case Files : OIG Electronic Investigation and Case Tracking System, or equivalent Masterfile
<b>Group Description</b>	The tracking system stores both permanent and temporary records and documents and tracks how the Office of Investigations conducts and coordinates investigative activity related to fraud, waste, and abuse and mismanagement in SSA programs and operations. This includes wrongdoing by applicants, grantees, contractors, and SSA and OIG employees in the performance of their official duties. Investigative case files contain information related to investigations conducted by SSA OIG, including related civil and criminal penalty rationale and supporting information; allegation files, reports, correspondence, notes, attachments, and working papers; record copies of subpoenas; records created and received in the process of resolving and closing out investigations; supporting documents and material; and investigative projects. The system stores and tracks both Investigative Case Files and Civil Monetary Case Files.
<b>DAA-0047-2022-0002-0004 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
<b>Item Title</b>	Significant Investigative Case Files
<b>Item Description</b>	The subject matter of these case files meets one or more of the following criteria: 1) attracts substantial national or regional media attention because of considerable Congressional or public interest; 2) results in a Congressional investigation; 3) establishes precedent; 4) relates to a case that is accepted and heard by the U.S. Supreme Court; 5) results in court decisions that significantly interpret legislation or regulations; 6) results in substantive changes in agency policies and procedures; or 7) involves allegations made against senior officials (other than frivolous allegations that did not result in sustained investigation).
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-047-04-002 / 5	No
N1-047-04-002 / 7	Yes These case files only includes allegations that result in significant investigations
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Retain and Cut off at the end of the fiscal year in which investigation is closed in OIG's case management system.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer with associated metadata to the National Archives 25 years after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Digital still images:2TB ; Digital audio:1TB ; Textual data:1TB
Approximate first year of records covered by this authority	2010
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/2010 To: 09/30/2018
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information, FOIA (b)(7f) Law Enforcement, FOIA (b)(7e) Law Enforcement, FOIA (b)(7d) Law Enforcement, FOIA (b)(7c) Law Enforcement, FOIA (b)(7b) Law Enforcement, FOIA (b)(7a) Law Enforcement
DAA-0047-2022-0002-0005	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Non-Significant Investigative Case Files
Item Description	The records concern investigative cases typically routine or recurring in nature and do not merit longer term retention.

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Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-047-04-002 / 11/B	No	
N1-047-04-002 / 6	No	
N1-047-04-002 / 7	Yes	These case files only includes allegations that result in non-significant investigations
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Retain and cut off at the end of the fiscal year in which investigation is closed in OIG's case management system.	
Retention Period	Destroy 15 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
<b>DAA-0047-2022-0002-0006</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Significant Civil Monetary Penalty (CMP) Case Files	

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Item Description	<p>Records pertain to Office of Inspector General's (OIG's) use of Section 1129 and 1140 of the Social Security Act to impose civil monetary penalties against individuals who fraudulently receive or attempt to receive Social Security benefits. Records include pleadings, evidence, decision memoranda, correspondence (including outreach letters and efforts), Departmental Appeals Board recommended decisions, and modified decisions. If appealed, files may include pleadings, motions, injunctions, and any other supporting documents.</p> <p>The subject matter of these cases meets one or more of the following criteria: 1) attracts substantial national or regional media attention because of considerable Congressional or public interest; 2) results in a Congressional investigation; 3) establishes precedent; 4) relates to a case that is accepted and heard by the U.S. Supreme Court; 5) results in court decisions that significantly interpret legislation or regulations; 6) results in substantive changes in agency policies and procedures; or 7) involves allegations made against senior official (other than frivolous allegations that did not result in sustained investigation).</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-047-04-002 / 12	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Retain and cut off at the end of the fiscal year in which case is closed in OIG's case management system.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives 25 years after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Paper-based textual records:5 cf ; Textual data:200 MB	

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Approximate first year of records covered by this authority	2009
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2009 To: 09/30/2018
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information, FOIA (b)(7) Law Enforcement, FOIA (b)(7c) Law Enforcement, FOIA (b)(7d) Law Enforcement, FOIA (b)(7e) Law Enforcement

DAA-0047-2022-0002-0007

STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Non-Significant Civil Monetary Penalty (CMP) Case Files
Item Description	Records pertain to Office of Inspector General's (OIG's) use of Section 1129 and 1140 of the Social Security Act to impose civil monetary penalties against individuals who fraudulently receive or attempt to receive Social Security benefits. Records include pleadings, evidence, decision memoranda, correspondence (including outreach letters and efforts), Departmental Appeals Board recommended decisions, and modified decisions. If appealed, files may include pleadings, motions, injunctions, and any other supporting documents.  The records concern Civil Monetary Penalty cases typically routine or recurring in nature and do not merit longer term retention.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items Item Superseded    Explanation in Part?
N1-047-04-002 / 13	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Retain and Cut off at the end of the fiscal year in which case is closed in OIG's case management system.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0047-2022-0002-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Allegations Closed without Full Investigation	
Item Description	Records related to incoming allegations that do not result in the establishment of a full, formal investigative case file. May include meritless allegations that are closed because they fail to give OIG sufficient information upon which to base an investigation or referral; allegations referred to SSA, or other Federal or State Agencies for resolution; and any other allegations that do not result in a formal investigation, including allegations for which a preliminary investigation is opened but does not result in a full investigation. Records are received as incoming hotline allegations as well as other allegations submitted to the OIG, regardless of the source and may be submitted to OIG in hard copy or in electronic format. Allegations made verbally, such as by phone conversations, should be recorded or otherwise documented as an input to the electronic investigation and case tracking system.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-047-04-002 / 10	No	
N1-047-04-002 / 8	No	
N1-047-04-002 / 9	No	

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Destroy 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0047-2022-0002-0009</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Quality Assurance Records
Item Description	Copies of records being used for QA and audit independence and are not the official copy for Training and HR use. Records pertain to internal quality assurance reviews of Office of Audit (OA), Office of Investigations (OI), and other OIG components. Records include reports that communicate compliance with applicable professional standards; reports communicating the results of quality assurance reviews and supporting documentation, which may include selected documents from audit and investigative files; independence documentation; OIG employee training and continuing education transcripts; internal policies and procedures; interviews; human resource files; and correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which the review is complete.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	

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

<b>DAA-0047-2022-0002-0010</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Peer Review Records
Item Description	Records concern external peer reviews conducted by the SSA OIG on another OIG's audit or investigative functions. These records may also include records of an external peer review conducted by another OIG on SSA OIG's audit and investigative functions. Records include final reports on OIG compliance with laws, regulations, standards, guidance, and internal policies and procedures, and supporting documentation, which may include selected audit and investigative reports and related documentation; prior peer review reports; independence documentation; continuing professional education and training records; relevant human resource and budget management files; interviews; and correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0047-2022-0002-0011</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	

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Item Title	Non-Significant OIG Correspondence and Congressional Reference Files, and Executive Controls	
Item Description	Includes routine incoming and outgoing correspondence, supporting documents and all memoranda, charts, data, and reports created. The records concern matters typically routine or recurring in nature and do not merit longer term retention.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-047-04-002 / 14	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Retention Period	Destroy 6 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0047-2022-0002-0012</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Significant OIG Correspondence, Congressional Reference Files, and Executive Controls

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Item Description	Official correspondence between OIG and all other parties, including Congressional committees and members of Congress. Included are incoming and outgoing correspondence, supporting documents, and reports created. These files include an official correspondence signed by the Inspector General, as well as any other files that meet one or more of the following criteria: 1) attracts substantial national or regional media attention because of considerable Congressional or public interest; 2) results in a Congressional investigation; 3) establishes precedent; 4) relates to a case that is accepted and heard by the U.S. Supreme Court; 5) results in court decisions that significantly interpret legislation or regulations; 6) results in substantive changes in agency policies and procedures; or 7) involves allegations made against senior official (other than frivolous allegations that did not result in sustained investigation).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-047-04-002 / 15	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of the fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives 25 years after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Digital still images:1GB ; Analog - Paper Records:2 CF	
Approximate first year of records covered by this authority	1996	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1996 To: 09/30/2016	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information, FOIA (b)(7) Law Enforcement

DAA-0047-2022-0002-0013	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Official Reports
Item Description	Reports created by the OIG pursuant to statute, regulation, Executive Order, or other legal authority such as annual and semi-annual reports to Congress and strategic plans.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
N1-047-04-002 / 17/A	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of fiscal year in which the report is issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives 25 years after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:800 MB
Approximate first year of records covered by this authority	1999
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 09/01/1999 To: 09/30/2000
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
Date Approved: 05/05/2026

<b>DAA-0047-2022-0002-0014</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Official Report Working Files	
Item Description	Work paper files or supporting documentation used to produce official reports other than audit and investigative reports. Project files may contain record of concurrences, comments, clearances, justification, and other background notes or documents.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which report is sent or published.	
Retention Period	Destroy 15 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0047-2022-0002-0015</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Significant Press Releases and Announcements	
Item Description	Press releases and any other significant announcements to media outlets or the public by the OIG regarding significant OIG activities or topics of interest.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	

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Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
Date Approved: 05/05/2026

Cutoff Instructions	Other: Cut off at the end of the fiscal year in which the announcement is made.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives 25 years after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:200 MB
Approximate first year of records covered by this authority	2013
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/2013 To: 09/30/2014
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0047-2022-0002-0016</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Organizational Files and Charts	
Item Description	Records relating to the establishment and organization of the OIG. Documentation includes memoranda related to the proposed establishment or changes to OIG organization, related justification, approval and disapproval memoranda, and any supporting documentation. Supporting documentation should include final and published versions of organizational charts documenting the OIG reorganization. Also includes OIG-wide organization charts for major organizational changes such as establishing new OIG functions or offices.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off file at the end of the fiscal year in which substantive changes have been finalized.	

National Archives and Records Administration  
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Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
Date Approved: 05/05/2026

Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives 25 years after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:500 MB
Approximate first year of records covered by this authority	1995
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1995 To: 12/31/1999
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0047-2022-0002-0017		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	OIG Manual and Handbooks		
Item Description	The manuals define major OIG policies concerning audit standards and procedures, as well as investigative procedures and techniques. The handbooks are for the guidance and use of auditors, analysts, evaluators, attorneys, special agents, and other OIG employees. Official policy statements not included in handbook or manual are also included.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-047-04-002 /18	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off at end of fiscal year in which file is superseded or becomes obsolete.		
Retention Period	Destroy 15 year(s) after cutoff		
<b>ADDITIONAL INFORMATION</b>			

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Records Schedule Number: DAA-0047-2022-0002

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

<b>DAA-0047-2022-0002-0018</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Substantive Policy and Support Records
Item Description	The records provide general information concerning Federal, SSA, and SSA OIG operations and procedures relating to audits, investigations, and other related programs and operations of the OIG and SSA. Records include Memoranda of Understanding, Inter- and Intra- Agency Agreements and any other documents that relate to the performance of OIG's statutory mission. This item also applies to substantive legal opinions and advice arising from consultation with OCIG.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items Item Superseded    Explanation in Part?
N1-047-04-002 / 19	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year the records are closed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:240MB
Approximate first year of records covered by this authority	1996
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1995 To: 09/30/1996
Frequency of transfer	1

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Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information

<b>DAA-0047-2022-0002-0019</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Law Enforcement Verification (LEVER) Requests/Law Enforcement Liaison Records
Item Description	Records pertain to LEVER requests and information requests from law enforcement agencies. Includes requests; documentation of OIG responses; and master files of LEVER requests and responses.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Retention Period	Destroy 5 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Law Enforcement Officers Safety Act (LEOSA) Files
Group Description	Records that document and facilitate administration of OIG's LEOSA application program.
<b>DAA-0047-2022-0002-0020</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records Used by OIG to Determine Eligibility

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Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
Date Approved: 05/05/2026

Item Description	Copies of personnel records retained for the purpose of determining applicant eligibility for future LEOSA participation, including complaint disposition records, notices of personnel actions, special review and professional responsibility reports, management inquiry reports, and statements of medical qualifications.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off case file at the end of the fiscal year in which applicant separates from service.
Retention Period	Other: Retain for 3 years after cutoff then destroy.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0047-2022-0002-0021	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Eligible Application Packages
Item Description	Includes accepted LEOSA applications and final determinations, as well as any supporting documentation and related correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which final determination is made.

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Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
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Retention Period	Destroy 70 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
<b>DAA-0047-2022-0002-0022</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Ineligible Application Packages
Item Description	Includes rejected applications and final determinations, as well as any supporting documentation and related correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which final determination is made.
Retention Period	Destroy 3 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0047-2022-0002-0023</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Legal Records not Included in Case or Audit Files
Item Description	Records that support OIG legal determinations and activities, including legal opinions, advice, and review; subpoena enforcement activities; requests for information by parties involved in an investigation (such as, "Touhy" and "Giglio-Henthorn"); and OIG disclosure determinations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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Records Schedule Number: DAA-0047-2022-0002

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off after final action is completed.
Retention Period	Destroy 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0047-2022-0002-0024		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	OIG-Developed Training Materials Files		
Item Description	Records developed and used in OIG training courses. Included are handbooks, charts, graphs, course outlines, and similar materials. Training is internal to SSA. OIG does not offer external training to other agencies.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-047-04-002 / 22	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which material becomes obsolete or superseded.		
Retention Period	Destroy 6 year(s) after cutoff.		
<b>ADDITIONAL INFORMATION</b>			

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Records Schedule Number: DAA-0047-2022-0002

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

<b>DAA-0047-2022-0002-0025</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	OIG Employee Training Files	
Item Description	Correspondence, memoranda, reports, and other records related to the availability of training and employee participation in training programs sponsored by SSA and other entities. Records may include notices of class availability, class rosters, and copies of appropriate training forms.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Items	
	Item Superseded in Part?	Explanation
N1-047-04-002 / 21	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off inactive file at the end of the fiscal year in which the training occurs.	
Retention Period	Destroy 6 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0047-2022-0002-0026</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	OIG Administrative Records not Covered by the GRS	

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Records Schedule Number: DAA-0047-2022-0002

Status: APPROVED  
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Item Description	Records pertain to administration, administration procedures, and internal management rather than substantive and statutory policy functions of the office. These include delegations of authority, designations of authority, memoranda of understanding not pertaining to the substantive duties of the OIG, internal memoranda, and any other records relating to administrative matters.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-047-04-002 / 20	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off inactive file at the end of the fiscal year.	
Retention Period	Destroy 6 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0047-2022-0002-0027</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Social Media Content
Item Description	Original content created for the purpose of posting to social media sites, such as Facebook, YouTube, and X, to provide information and promote communication. Includes any supporting and related documentation and metadata maintained by SSA OIG. Note that posts and content residing on private sector social media servers are not managed by SSA OIG; this series refers only to content that is maintained in SSA OIG recordkeeping systems.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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Records Schedule Number: DAA-0047-2022-0002

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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
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which the posting is made.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2022-0002

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/05/2026

## SSA OIG Crosswalk

Bucket Title	Item #/ Disposition Authority	Series Title	Proposed Disposition/ Retention	Series Level Cut off Instructions, where applicable	Superseded Series Title	Current Records Description	Superseded Authority	Superseded Retention	Office of Record (for Permanent items)
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0001	Final Office of Audit Work Products	Permanent. Maintain in office then transfer to the National Archives 25 years after cutoff.	Cut off at the end of the fiscal year in which audit is closed.	New.	Final audit and evaluation reports and other final products, approved by the Inspector General, pertaining to financial, information technology, performance, and other reviews conducted by the Office of Audit. Financial audits assess whether SSA's financial statements fairly present the Agency's financial position, results of operations, pursuant to the Chief Financial Officers' Act of 1990.	<b>N1-047-04-002 / 1</b>  <b>Superseded in part.</b>  <b>Applies to Final Reports only. Does not include supporting files and documents</b>	Temporary. Destroy 25 years after cutoff (NOTE: Historically significant files will be brought to the attention of NARA for separate review and appraisal on a case-by-case basis.)	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0001	Final Office of Audit Work Products	Permanent. Maintain in office then transfer to the National Archives 25 years after cutoff.	Cut off at the end of the fiscal year in which audit is closed.	New.	Final audit and evaluation reports and other final products, approved by the Inspector General, pertaining to financial, information technology, performance, and other reviews conducted by the Office of Audit. Financial audits assess whether SSA's financial statements fairly present the Agency's financial position, results of operations, pursuant to the Chief Financial Officers' Act of 1990.	<b>N1-047-04-002 / 2</b>  <b>Superseded in part.</b>  <b>Applies to Final Reports only. Does not include supporting files and documents</b>	Temporary. Destroy 10 years after cutoff	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0002	All Other Work Products and Supporting Files	Temporary. Destroy 6 years after cutoff.	Cut off at the end of the fiscal year in which audit is closed.	New.	All documentation of audit and evaluation work performed in support of report findings, conclusions, and recommendations, including correspondence, memoranda, supporting work papers, and documents. This also includes the Office of Audit's annual audit work plans, which outline OIG's perspective of major management and performance challenges facing the agency and communicates OIG priorities to the agency, Congress, and other interested parties.	<b>N1-047-04-002 / 1</b>  <b>Superseded in part.</b>  <b>Applies to supporting files and documents. Does not include Final Reports</b>	Temporary. Destroy 25 years after cutoff (NOTE: Historically significant files will be brought to the attention of NARA for separate review and appraisal on a case-by-case basis.)	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0002	All Other Work Products and Supporting Files	Temporary. Destroy 6 years after cutoff.	Cut off at the end of the fiscal year in which audit is closed.	New.	All documentation of audit and evaluation work performed in support of report findings, conclusions, and recommendations, including correspondence, memoranda, supporting work papers, and documents. This also includes the Office of Audit's annual audit work plans, which outline OIG's perspective of major management and performance challenges facing the agency and communicates OIG priorities to the agency, Congress, and other interested parties.	<b>N1-047-04-002 / 2</b>  <b>Superseded in part.</b>  <b>Applies to supporting files and documents. Does not include Final Reports</b>	Temporary. Destroy 10 years after cutoff	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0003	Audit and Evaluation Recommendations	Temporary. Destroy 6 years after cutoff.	Cut off at the end of the fiscal year in which audit is closed.	Electronic Database (Tracking System) for Audits Planning and Management/Master File	Electronic tracking of audit or evaluation recommendations and SSA implementation or follow-up. Includes records created and received in the process of resolving and closing out recommendations resulting from an audit or evaluation. Also includes written comments by agency officials such as those indicating agreement or disagreement on reported findings and recommendations, and those indicating planned corrective actions and dates for achieving those actions. Master file includes subject and tracking information concerning each audit or evaluation recommendation entered in the system.	N1-047-04-002 / 4/B	Temporary. Cut off after audit is issued in final form. Delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later.	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0004	Significant Investigative Case Files	Permanent. Transfer with associated metadata to the National Archives 25 years after cutoff.	Cut off at the end of the fiscal year in which investigation is closed in OIG's case management system	Significant Investigative Case Files	The subject matter of these case files meets one or more of the following criteria: 1) attracts substantial national or regional media attention because of considerable Congressional or public interest; 2) results in a Congressional investigation; 3) establishes precedent; 4) relates to a case that is accepted and heard by the U.S Supreme Court; 5) results in court decisions that significantly interpret legislation or regulations; 6) results in substantive changes in agency policies and procedures; or 7) involves allegations made against senior officials (other than frivolous allegations that did not result in sustained investigation).	N1-047-04-002 / 5	Temporary. Place in inactive file when case or audit is closed. Cut off at close of fiscal year in which case or audit is closed. Destroy 25 years after cut off. Historically significant files will be brought to the attention of NARA for separate review and appraisal on a case-by-case basis.	Office of the Inspector General

## SSA OIG Crosswalk

Bucket Title	Item #/ Disposition Authority	Series Title	Proposed Disposition/ Retention	Series Level Cut off Instructions, where applicable	Superseded Series Title	Current Records Description	Superseded Authority	Superseded Retention	Office of Record (for Permanent items)
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0004	Significant Investigative Case Files	Permanent. Transfer with associated metadata to the National Archives 25 years after cutoff.	Cut off at the end of the fiscal year in which investigation is closed in OIG's case management system	Significant Investigative Case Files	The subject matter of these case files meets one or more of the following criteria: 1) attracts substantial national or regional media attention because of considerable Congressional or public interest; 2) results in a Congressional investigation; 3) establishes precedent; 4) relates to a case that is accepted and heard by the U.S Supreme Court; 5) results in court decisions that significantly interpret legislation or regulations; 6) results in substantive changes in agency policies and procedures; or 7) involves allegations made against senior officials (other than frivolous allegations that did not result in sustained investigation).	N1-047-04-002 / 7 Superseded in part.  These case files only include allegations that result in significant investigations	Transfer original incoming allegations and supporting documentations to be retained as specified under OIG items 2.00 or 2.01	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0005	Non-Significant Investigative Case Files	Temporary. Destroy 15 years after cutoff.	Cut off at the end of the fiscal year in which case is closed.	Non-Significant Investigative Case Files	The records concern investigative cases typically routine or recurring in nature and do not merit longer term retention.	N1-047-04-002 / 6	Temporary. Place in inactive file when case or audit is closed. Cut off at close of fiscal year in which case or audit is closed. Delete/destroy 10 years after cut off.	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0005	Non-Significant Investigative Case Files	Temporary. Destroy 15 years after cutoff.	Cut off at the end of the fiscal year in which case is closed.	Allegations Referred for Investigation	The records concern investigative cases typically routine or recurring in nature and do not merit longer term retention.	N1-047-04-002 / 7 Superseded in part.  These case files only include allegations that result in non-significant investigations	Temporary. Transfer original incoming allegations and supporting documents to Non-Significant Investigative Case Files to be retained as specified for investigative files under Significant Investigative Case Files or Non-Significant Investigative Case Files. Record of transfers will be retained in the electronic investigation and case tracking system, and retained in accordance with Electronic Investigation and Case Tracking System.	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0005	Non-Significant Investigative Case Files	Temporary. Destroy 15 years after cutoff.	Cut off at the end of the fiscal year in which case is closed.	Electronic Investigation and Case Tracking System/Master File	The records concern investigative cases typically routine or recurring in nature and do not merit longer term retention.	N1-047-04-002 / 11/B	Temporary. Cut off after final action is completed. Destroy/delete 3 years after cut off or when no longer needed for agency business, whichever is later.	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0006	Significant Civil Monetary Penalty (CMP) Case Files	<b>Permanent. Transfer with associated metadata to the National Archives 25 years after cutoff.</b>	Cut off at the end of the fiscal year in which investigation is closed in OIG's case management system.	Significant Civil Monetary Penalty (CMP) Case Files	Records pertain to Office of Inspector General's (OIG's) use of Section 1129 and 1140 of the Social Security Act to impose civil monetary penalties against individuals who fraudulently receive or attempt to receive Social Security benefits. Records include pleadings, evidence, decision memoranda, correspondence (including outreach letters and efforts), Departmental Appeals Board recommended decisions, and modified decisions. If appealed, files may include pleadings, motions, injunctions, and any other supporting documents. The subject matter of these case files meets one or more of the following criteria: 1) attracts substantial national or regional media attention because of considerable Congressional or public interest; 2) results in a Congressional investigation; 3) establishes precedent; 4) relates to a case that is accepted and heard by the U.S Supreme Court; 5) results in court decisions that significantly interpret legislation or regulations; 6) results in substantive changes in agency policies and procedures; or 7) involves allegations made against senior officials (other than frivolous allegations that did not result in sustained investigation).	N1-047-04-002 / 12	Temporary. Place in inactive file when case is closed. Cut off at close of fiscal year in which case is closed. Destroy 25 years after cut off. Historically significant files will be brought to the attention of NARA for separate review and appraisal on a case-by-case basis.	Office of the Inspector General

## SSA OIG Crosswalk

Bucket Title	Item #/ Disposition Authority	Series Title	Proposed Disposition/ Retention	Series Level Cut off Instructions, where applicable	Superseded Series Title	Current Records Description	Superseded Authority	Superseded Retention	Office of Record (for Permanent items)
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0007	Non-Significant Civil Monetary (CMP) Case Files	Temporary. Destroy 15 years after cutoff.	Retain and cut off at the end of the fiscal year in which case is closed in OIG's case management system.	Non-Significant Civil Monetary Penalty (CMP) Case Files	Records pertain to Office of Inspector General's (OIG's) use of Section 1129 and 1140 of the Social Security Act to impose civil monetary penalties against individuals who fraudulently receive or attempt to receive Social Security benefits. Records include pleadings, evidence, decision memoranda, correspondence (including outreach letters and efforts), Departmental Appeals Board recommended decisions, and modified decisions. If appealed, files may include pleadings, motions, injunctions, and any other supporting documents. The records concern Civil Monetary Penalty cases typically routine	N1-047-04-002 / 13	Place in inactive file when case is closed. Cut off at close of fiscal year in which case is closed. Destroy/delete 10 years after cut off.	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0008	Allegations Closed without Full Investigation	Temporary. Destroy 15 years after cutoff.	Cut off at the end of the fiscal year.	Allegations Referred to SSA or Another Agency	Records related to incoming allegations that do not result in the establishment of a full, formal investigative case file. May include meritless allegations that are closed because they fail to give OIG sufficient information upon which to base an investigation or referral; allegations referred to SSA, or other Federal or State Agencies for resolution; and any other allegations that do not result in a formal investigation, including allegations for which a preliminary investigation is opened but does not result in a full investigation. Records are received as incoming hotline allegations as well as other allegations submitted to the OIG, regardless of the source and may be submitted to OIG in hard copy or in electronic format. Allegations made verbally, such as by phone conversations, should be recorded or otherwise documented as an input to the electronic investigation and case tracking system.	N1-047-04-002 / 8	Temporary. Cut off at end of fiscal year. Destroy/delete 2 years after cut off.	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0008	Allegations Closed without Full Investigation	Temporary. Destroy 15 years after cutoff.	Cut off at the end of the fiscal year.	Allegations Retained for Possible Future Investigation	Records related to incoming allegations that do not result in the establishment of a full, formal investigative case file. May include meritless allegations that are closed because they fail to give OIG sufficient information upon which to base an investigation or referral; allegations referred to SSA, or other Federal or State Agencies for resolution; and any other allegations that do not result in a formal investigation, including allegations for which a preliminary investigation is opened but does not result in a full investigation. Records are received as incoming hotline allegations as well as other allegations submitted to the OIG, regardless of the source and may be submitted to OIG in hard copy or in electronic format. Allegations made verbally, such as by phone conversations, should be recorded or otherwise documented as an input to the electronic investigation and case tracking system.	N1-047-04-002 / 9	Temporary. Cut off at end of fiscal year. Destroy/delete 2 years after cut off or when final determination not to further investigate is made, whichever is later.	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0008	Allegations Closed without Full Investigation	Temporary. Destroy 15 years after cutoff.	Cut off at the end of the fiscal year.	Meritless Allegations Closed without Investigation	Records related to incoming allegations that do not result in the establishment of a full, formal investigative case file. May include meritless allegations that are closed because they fail to give OIG sufficient information upon which to base an investigation or referral; allegations referred to SSA, or other Federal or State Agencies for resolution; and any other allegations that do not result in a formal investigation, including allegations for which a preliminary investigation is opened but does not result in a full investigation. Records are received as incoming hotline allegations as well as other allegations submitted to the OIG, regardless of the source and may be submitted to OIG in hard copy or in electronic format. Allegations made verbally, such as by phone conversations, should be recorded or otherwise documented as an input to the electronic investigation and case tracking system.	N1-047-04-002 / 10	Temporary. Cut off at end of fiscal year. Destroy 2 years after cut off.	N/A

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Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0009	Quality Assurance Records	Temporary. Destroy 6 years after cutoff.	Cut off at the end of the fiscal year in which the review is complete.	New.	Records pertain to internal quality assurance reviews of Office of Audit (OA), Office of Investigations (OI), and other OIG components. Records include reports that communicate compliance with applicable professional standards; reports communicating the results of quality assurance reviews and supporting documentation, which may include selected documents from audit and investigative files; independence documentation; OIG employee training and continuing education transcripts; internal policies and procedures; interviews; human resource files; and correspondence.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0010	Peer Review Records	Temporary. Destroy 6 years after cutoff.	Cut off at the end of the fiscal year.	New.	Records concern external peer reviews conducted by the SSA OIG on another OIG's audit or investigative functions. These records may also include records of an external peer review conducted by another OIG on SSA OIG's audit and investigative functions. Records include reports on OIG compliance with laws, regulations, standards, guidance, and internal policies and procedures, and supporting documentation, which may include selected audit and investigative reports and related documentation; prior peer review reports; independence documentation; continuing professional education and training records; relevant human resource and budget management files; interviews; and correspondence.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0011	Non-Significant OIG Correspondence and Congressional Reference Files, and Executive Controls	Temporary. Destroy 6 years after cutoff.	Cut off at the end of the fiscal year.	General OIG Official Correspondence, Congressional Reference Files and Executive Controls	Includes routine incoming and outgoing correspondence, supporting documents and all memoranda, charts, data, and reports created. The records concern matters typically routine or recurring in nature and do not merit longer term retention.	N1-047-04-002 / 14	Temporary. Cut off at close of fiscal year. Destroy/delete 5 years after cut off.	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0012	Significant OIG Correspondence and Congressional Reference Files, and Executive Controls	Permanent. Transfer to the National Archives 25 years after cutoff.	Cut off at the end of the fiscal year in which the correspondence was issued.	Significant OIG Official Correspondence, Congressional Reference Files, and Executive Controls	Official correspondence between OIG and all other parties, including Congressional committees and members of Congress. Included are incoming and outgoing correspondence, supporting documents, and reports created. The subject matter of these case files meets one or more of the following criteria: 1) attracts substantial national or regional media attention because of considerable Congressional or public interest; 2) results in a Congressional investigation; 3) establishes precedent; 4) relates to a case that is accepted and heard by the U.S Supreme Court; 5) results in court decisions that significantly interpret legislation or regulations; 6) results in substantive changes in agency policies and procedures; or 7) involves allegations made against senior officials (other than frivolous allegations that did not result in sustained investigation).	N1-047-04-002 / 15	Permanent. Place in inactive file when file is closed. Cut off at close of fiscal year in which file is closed. Transfer to the National Archives 25 years after cut off.	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0013	Official Reports	Permanent. Transfer to the National Archives 25 years after cutoff.	Cut off at the end of fiscal year in which the report is issued.	Official Reports/Record Set	Reports created by the OIG pursuant to statute, regulation, Executive Order, or other legal authority such as annual and semi-annual reports to Congress and strategic plans.	N1-047-04-002 / 17/A	Permanent. Place in inactive file when superseded or discontinued. Cut off inactive file at close of fiscal year. Transfer to National Archives 10 years after cut off, in 5-year blocks.	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0014	Official Report Working Files	Temporary. Destroy 15 years after cutoff.	Cut off at the end of fiscal year in which report is sent or published.	New.	Work paper files or supporting documentation used to produce official reports other than audit and investigative reports. Project files may contain record of concurrences, comments, clearances, justification, and other background notes or documents.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0015	Significant Press Releases and Announcements	Permanent. Transfer to the National Archives 25 years after cutoff.	Cut off at the end of the fiscal year in which report is sent or published.	New.	Press releases and any other significant announcements to media outlets or the public by the OIG regarding significant OIG activities or topics of interest.	Unscheduled.	N/A	Office of the Inspector General

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Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0016	Organizational Files and Charts	Permanent. Transfer to the National Archives 25 years after cutoff.	Cut off at the end of the fiscal year in which substantive changes have been finalized.	New.	Records relating to the establishment and organization of the OIG. Documentation includes memoranda related to the proposed establishment or changes to OIG organization, related justification, approval and disapproval memoranda, and any supporting documentation. Supporting documentation should include final and published versions of organizational charts documenting the OIG reorganization. Also includes OIG-wide organization charts for major organizational changes such as establishing new OIG functions or offices.	Unscheduled.	N/A	Office of the Inspector General
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0017	OIG Manual and Handbooks	Temporary. Destroy 15 years after cutoff.	Cut off inactive superseded files at the end of the fiscal year.	SSA OIG Policies and Procedures Manual	The manuals define major OIG policies concerning audit standards and procedures, as well as investigative procedures and techniques. The handbooks are for the guidance and use of auditors, analysts, evaluators, attorneys, special agents, and other OIG employees. Official policy statements not included in handbook or manual are also included.	N1-047-04-002 / 18	Temporary. Destroy 10 years after cutoff	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0018	Substantive Policy and Support Records	Temporary. Destroy 15 years after cutoff.	Cut off inactive file at the end of the fiscal year.	OIG Substantive Policy and Support Memoranda, Agreements, Records and Files	The records provide general information concerning Federal, SSA, and SSA OIG operations and procedures relating to audits, investigations, and other related programs and operations of the OIG and SSA. Records include Memoranda of Understanding, Inter- and Intra-Agency Agreements and any other documents that relate to the performance of OIG's statutory mission.	N1-047-04-002 / 19	Temporary. Cut off at close of fiscal year. Destroy/delete 3 years after cut off, or when no longer needed for agency business.	N/A
Office of the Inspector General (OIG) Records	DAA-0047--2022-0002-0019	Law Enforcement Verification (LEVER) Requests/Law Enforcement Liaison Records	Temporary. Destroy 5 years after cutoff.	Cut off at the end of the fiscal year	New.	Records pertain to LEVER requests and information requests from law enforcement agencies. Includes requests; documentation of OIG responses; and master files of LEVER requests and responses.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0020	Law Enforcement Officers Safety Act (LEOSA) Files/Records Used by OIG to Determine Eligibility	Temporary. Retain for 3 years after cutoff then destroy.	Cut off case file at the end of the fiscal year in which applicant separates from service.	New.	Copies of personnel records retained for the purpose of determining applicant eligibility for future LEOSA participation, including complaint disposition records, notices of personnel actions, special review and professional responsibility reports, management inquiry reports, and statements of medical qualifications.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0021	Law Enforcement Officers Safety Act (LEOSA) Files/Eligible Application Packages	Temporary. Destroy 70 years after cutoff.	Cut off at the end of the fiscal year in which final determination is made.	New.	Includes accepted LEOSA applications and final determinations, as well as any supporting documentation and related correspondence.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0022	Law Enforcement Officers Safety Act (LEOSA) Files/Ineligible Application Packages	Temporary. Destroy 3 years after cutoff.	Cut off at the end of the fiscal year in which final determination is made.	New.	Includes rejected applications and final determinations, as well as any supporting documentation and related correspondence.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0023	Legal Records not Included in Case or Audit Files	Temporary. Destroy 15 years after cutoff.	Cut off after final action is completed.	New.	Records that support OIG legal determinations and activities, including legal opinions, advice, and review; subpoena enforcement activities; requests for information by parties involved in an investigation (such as, "Touhy" and "Giglio-Henthorn"); and OIG disclosure determinations.	Unscheduled.	N/A	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0024	OIG-Developed Training Materials Files	Temporary. Destroy 6 years after cutoff.	Cut off at the end of the fiscal year in which material becomes obsolete or superseded.	Training Materials Files	Records developed and used in OIG training courses. Included are handbooks, charts, graphs, course outlines, and similar materials.	N1-047-04-002 / 22	Temporary. Place in inactive file when superseded or discontinued. Cut off inactive file at close of fiscal year. Destroy/delete 5 years after cut off.	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0025	OIG Employee Training Files	Temporary,. Destroy 6 years after cutoff.	Cut off inactive file at the end of the fiscal year in which the training occurs.	Employee Training Files	Correspondence, memoranda, reports, and other records related to the availability of training and employee participation in training programs sponsored by SSA and other entities. Records may include notices of class availability, class rosters, and copies of appropriate training forms.	N1-047-04-002 / 21	Temporary. Place in inactive file when training is completed or continued service agreement has been filled, whichever is later, or when file is superseded, discontinued or no longer needed to conduct agency business. Cut off inactive file as close of fiscal year. Destroy/delete 5 years after cut off.	N/A

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Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0026	OIG Administrative Records not Covered by the GRS	Temporary. Destroy 6 years after cutoff.	Cut off inactive file at the end of the fiscal year.	OIG Administrative Files (Internal)	Records pertain to administration, administration procedures, and internal management rather than substantive and statutory policy functions of the office. These include delegations of authority, designations of authority, memoranda of understanding not pertaining to the substantive duties of the OIG, internal memoranda, and any other records relating to administrative matters.	N1-047-04-002 / 20	Temporary. Cut off at close of fiscal year. Destroy/delete 3 years after cut off, or when no longer needed for agency business.	N/A
Office of the Inspector General (OIG) Records	DAA-0047-2022-0002-0027	Social Media Content	Temporary. Destroy 3 years after cutoff.	Cut off at the end of the fiscal year in which the posting is made.	New.	Original content created for the purpose of posting to social media sites, such as Facebook, and X, to provide information and promote communication. Includes any supporting and related documentation and metadata maintained by SSA OIG. Note that posts and content residing on private sector social media servers are not managed by SSA OIG; this series refers only to content that is maintained in SSA OIG recordkeeping systems.	Unscheduled.	N/A	N/A



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.