

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2023-0001

Status: APPROVED
Date Approved: 04/22/2026

General Information

Agency or Establishment	Social Security Administration
Record/Scheduling Group	0047 - Records of the Social Security Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Legislative, Regulatory, and Policy Records
Additional Schedule Information	This bucket establishes disposition authority for legislative/congressional affairs, regulatory, SSA Rulings, and policy records. This bucket has six (6) disposition schedules: two (2) permanent and four (4) temporary. The bucket covers records relating to legislation, congressional oversight and interaction, regulations, SSA Rulings, policies, issuances, directives, bulletins, circulars, manuals, related guidance and research, and Federal Register notices. This bucket covers only mission-related records. Routine day-to-day administrative and office management records are not covered. See GRS 5.1 for Administrative records.
Is There a Classified Version of This Schedule?	No
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: 6

Number of Temporary disposition items: 4

Number of Permanent disposition items: 2

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-0047-2023-0001

Item #	Title	Disposition
0001	Legislative and Related Records	Permanent
0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent
0003	Legislative Development Records	Temporary
0004	Development of Regulations, SSA Rulings, and Federal Register Records	Temporary
0005	Regional, District, and Branch Records	Temporary
0006	Agency-wide (National) Policy Background Records	Temporary

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Records Schedule Items

DAA-0047-2023-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Legislative and Related Records	
Item Description	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0047-2012-0005-0006	No	
DAA-0047-2012-0005-0008	No	
DAA-0047-2012-0005-0011	No	
DAA-0047-2012-0005-0012	No	
DAA-0047-2012-0005-0015	No	
DAA-0047-2013-0001-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off annually at end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:1 TB	
End year of records covered by this authority	Still being created	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0047-2023-0001-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Policy Planning, Policy Development, and Rulemaking Records	
Item Description	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
NC-047-75-003 / 2/A/1	No	
NC-047-75-024 / 1/A/1	No	
DAA-0047-2011-0002-0001	No	
DAA-0047-2012-0002-0001	No	
NC1-047-77-016 / 1b	No	
NC1-047-80-07 / 1	No	
NC1-047-80-07 / 2	No	
NC1-047-80-07 / 3	No	
NC1-047-80-07 / 4a2	No	
NC1-047-80-07 / 5b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Permanent
Cutoff Instructions	Other: Cut off annually at end of calendar year in which policy, regulation, issuance, or manual is published or issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
ADDITIONAL INFORMATION	
Current Records Format	Born Digital - Textual Data: 1 TB
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0047-2023-0001-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Legislative Development Records	
Item Description	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0047-2012-0005-0002	No	
DAA-0047-2012-0005-0003	No	
DAA-0047-2012-0005-0004	No	
DAA-0047-2012-0005-0005	No	
DAA-0047-2012-0005-0007	No	

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DAA-0047-2012-0005-0009	No
DAA-0047-2012-0005-0010	No
DAA-0047-2012-0005-0013	No
DAA-0047-2012-0005-0014	No
DAA-0047-2013-0001-0003	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually at end of calendar year.
Retention Period	Other: Destroy 30 years after cutoff but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0047-2023-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Development of Regulations, SSA Rulings, and Federal Register Records
Item Description	Includes records of internal development of agency regulations or agency rulings and other formal issuances in preparation for Federal Register publication. Included are any related case files, briefing papers, drafts to management, internal comments in response to drafts, background and supporting materials, and stakeholder input. Also included with the proposed and final documents to be published in the Federal Register are notices and correspondence with the Federal Register, and public comments.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
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 annually by end of calendar year of issuance.

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Retention Period	Destroy 10 year(s) after cutoff, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0047-2023-0001-0005	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Regional, District, and Branch Records	
Item Description	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-047-81-09 / 1/A/3	No	
NC1-047-81-09 / 1/C	No	
NC1-047-81-09 / 1/D	No	
NC1-047-81-09 / 1/E	No	
NC-174-000176 / 1/A/1	No	
NC-174-000176 / 1/A/2	No	
NC-174-000176 / 1/B	No	
NC-174-000176 / 1/C	No	
NC-174-000176 / 1/D	No	
NC-174-000176 / 1/F	No	
NC-174-000176 / 1/K	No	
NC-174-000176 / 1/L	No	
NC-174-000176 / 1/M	No	
NC1-047-81-09 / 9/A	No	
NC-174-000176 / 1/P	No	

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NC1-47-80-7 / 4/a/1	No
NC1-47-80-7 / 4/b	No
NC-047-75-003 / 14/A/2	No
NC1-047-76-25 / 1/A/2	No
NC-047-75-24 / 1/B/1	No
NC-047-75-24/1/B/2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually at end of calendar year.
Retention Period	Other: Destroy 5 years after cutoff but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0047-2023-0001-0006		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Agency-wide (National) Policy Background Records		
Item Description	Records include background materials, working files, and research regarding agency-wide policy records. The records are for the preparation, clearance, approval, issuance, or interpretation of policies, national issuances, instructional manuals and comparable materials. Included are studies, comments, concurrences, recommendations, and similar records that provide a basis for the issuance or contribute to the content of the issuance. Note: If concurrence is by email, Outlook (or similar system) will manage using GRS 6.1.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	Yes		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
DAA-0047-2011-0002-0002	No		
DAA-0047-2012-0002-0002	No		

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NC-047-75-003 / 2/B/2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually at end of calendar year.
Retention Period	Other: Destroy 3 year(s) after cutoff but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/22/2026



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.

Bucket	Item	Series Title	Retention	Series Level Cut off Instructions, where applicable	Current Records Description	Series Title (New Item)	Superseded Series Title	Superseded Series Description	Superseded Authority	Superseded Retention	Office of Record (for Permanent items)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0001	Legislative and Related Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year.	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.		Office of Legislation and Congressional Affairs Records - Legislative Language Files - Legislative Proposals Pending Approval by Agency Head	Proposals for changes in Social Security laws (and related material) as developed by the Agency in accordance with OMB Circular A-19, approved by agency head and transmitted to OMB and Congress for consideration. Documents may contain proposed legislative language, provision summaries, supporting statements, alternative proposals, and other information.	DAA-0047-2012-0005-0006	Permanent. Cut off end of the fiscal year. Transfer records to the National Archives for pre-accessioning 5 year(s) after cutoff.	Office of Legislation and Congressional Affairs (OLCA)/Office of Legislative Development and Operations (OLDO)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0001	Legislative and Related Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year.	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.		Office of Legislation and Congressional Affairs Records - Descriptions of Legislation - Legislative Bulletins	Summaries of legislation affecting Social Security programs that have received some action in Congress. Development of bulletins is subject to the significance of the legislation to Social Security programs and/or legislative action taken by Congress.	DAA-0047-2012-0005-0008	Permanent. Cut off at the end of the even calendar year. Transfer electronic records to the National Archives for pre-accessioning 5 years after cut off. Transfer to the National Archives 30 years after for cut off.	Office of Legislation and Congressional Affairs (OLCA)/Office of Legislative Development and Operations (OLDO)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0001	Legislative and Related Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year.	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.		Office of Legislation and Congressional Affairs Records - Descriptions of Legislation - Historical collections relating to Social Security bills passed by Congress and enacted into law.	Collections that document the developments of significant legislation enacted into law pertaining to Social Security or related programs. Files include associated background material such as earlier versions of legislation, hearing reports, Congressional statements, and legislative bulletins. Documents may be stored electronically or bound into hardcover books.	DAA-0047-2012-0005-0011	Permanent. Cut off at the end of the even calendar year. Transfer electronic records to the National Archives for pre-accessioning 5 years after cut off. Transfer to the National Archives 30 years after cut off.	Office of Legislation and Congressional Affairs (OLCA)/Office of Legislative Development and Operations (OLDO)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0001	Legislative and Related Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year.	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.		Office of Legislation and Congressional Affairs Records - Testimony	Formal statements by Agency officials called to testify before Congressional hearings. Statements are submitted to the Congressional committee as part of the hearing record and address bills or issues relating to Social Security programs.	DAA-0047-2012-0005-0012	Permanent. Cut off at the end of the even calendar year. Transfer electronic records to the National Archives for pre-accessioning 5 years after cut off. Transfer to the National Archives 30 years after cut off.	Office of Legislation and Congressional Affairs (OLCA)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0001	Legislative and Related Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year.	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.		Office of Legislation and Congressional Affairs Records - Questions for the Record	Formal questions submitted after a hearing to the Agency witness for response to be included in the Committee's record of the hearing proceedings.	DAA-0047-2012-0005-0015	Permanent. Cut off at the end of the even calendar year. Transfer electronic records to the National Archives for pre-accessioning 5 years after cut off. Transfer to the National Archives 30 years after cut off.	Office of Legislation and Congressional Affairs (OLCA)/Office of Legislative Development and Operations (OLDO)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0001	Legislative and Related Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year.	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.		Office of the Chief Actuary - Analysis of Proposed Legislation Correspondence	Logs reflecting the assignment and disposition of incoming controlled correspondence and casework. Logs also may reflect date and time of visits of SSA staff to offices of Members of Congress and/or congressional staff.	DAA-0047-2013-0001-0002	Permanent. Cutoff at the end of the calendar year. Transfer to the National Archives 20 years after cut off.	Office of the Chief Actuary (OACT)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.		Bureau of Hearings and Appeals - General Program Administrative Files - Bureau of Hearings and Appeals Issuance Files - Office Responsible for Preparation of the Issuance	These files consist of manuals, directives, handbooks, and other formal policy and procedural issuances prepared and published by BHA components. Included is the Bureau of Hearings and Appeals Handbook, a publication which prescribes the basic procedural guidelines for the adjudication of appealed claims cases at the various stages of the hearings and appeals process.	NC-047-75-03/2/A/1	Permanent. Transfer to the BHA Central Reference Unit when superseded or discontinued. Offer to the National Archives 10 years thereafter.	Office of Hearings Operations (DCHO)

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Bureau of Hearings and Appeals - General Program Administrative Files - Bureau of Hearings and Appeals Issuance Files - Office Responsible for Preparation of the Issuance	These files consist of manuals, directives, handbooks, and other formal policy and procedural issuances prepared and published by BHA components. Included is the Bureau of Hearings and Appeals Handbook, a publication which prescribes the basic procedural guidelines for the adjudication of appealed claims cases at the various stages of the hearings and appeals process.	DAA-0047-2012-0002-0001	Transfer electronic records to NARA (according to acceptable standards at the time) immediately after cutoff Transfer all other records to NARA in 5 year blocks 15 years after cutoff of most recent records	OHO
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Quality Assurance - General Program Administration Files - Instructions Files - Office Responsible for Preparation	Manuals, directives, handbooks, and other formal policy and procedural issuances prepared by OQA components. Included are Quality Assurance Manual issuances and similar material.	DAA-0047-2011-0002-0001	Permanent. Transfer to the Federal Records Center (FRC) at the close of the calendar year in which superseded or discontinued.	Office of Quality Review (DCARO)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Program Policy and Planning - SSA Regulation and Notice Records - Microfilm	History files for regulations and notices published in the Federal Register by the Secretary, HEW. The notices and regulations interpret statutes, court decisions, and policy decisions relating to all social security programs. Included are regulation development plans, notices of intent to regulate, notices of public hearings, public comments (if any), preliminary drafts, the intercomponent review comments, notices of the proposed regulation, and final versions.	NC1-047-80-07/1	Permanent. Offer microfilm to National Archives after 20 years.	Office of Legislation and Congressional Affairs (OLCA)/Office of Legislative Development and Operations (OLDO)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff. NOTE: Accession after policy is superseded or obsolete. Also consider if there are any SENSITIVE policies and if they too are obsolete/superseded or still	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Operational Policy and Planning - Office of Regulations - SSA Regulation and Notice Records	History files for regulations and notices published in the Federal Register by the Secretary, HEW. The notices and regulations interpret statutes, court decisions, and policy decisions relating to all social security programs. Included are regulation development plans, notices of intent to regulate, notices of public hearings, public comments (if any), preliminary drafts, the intercomponent review comments, notices of the proposed regulation, and final versions.	NC1-047-80-07/1	Permanent. Transfer to the Washington National Records Center (WNRC) 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.	Office of Retirement and Disability Policy (ORDP)/Office of Data Exchange, Policy Publications, and International Negotiations (ODEPPIN)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Operational Policy and Planning - Office of Regulations - Social Security Rulings Records	History folders pertaining to technical and legal issuances on retirement and survivors, health, disability, supplementary security income, and miner's benefits programs. These issuances are published quarterly as Social Security Rulings. The quarterly bulletins are republished annually in the Cumulative Bulletin of Social Security Rulings. Included are related background material, clearances, and published copies of the rulings.	NC1-047-80-7/2	Permanent. Transfer to WNRC 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.	Office of Retirement and Disability Policy (ORDP)/Office of Income Security Programs (OISP)

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Operational Policy and Planning - Office of Regulations - Social Security Handbook Records	Copies of additions and changes to each chapter of the Social Security Handbook which are prepared for new handbook editions. Included are intercomponent comments and reviews, preliminary and intercomponent drafts, and final copies sent to be printed.	NC1-047-80-7/3	Permanent. Transfer to WNRC 2 years after the year in which dated. Retain 15 additional years. Offer to the National Archives when 17 years old.	Office of Retirement and Disability Policy (ORDP)/Office of Income Security Programs (OISP)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Operational Policy and Planning - Office of Regulations - Program Policy Statements Records - Office Responsible for Development of PPS - Microfilm	Original and microfilm copies of history folders of Program Policy Statements (PPS). PPS's are formal statements & distributed SSA-wide, of social security program policy for which regulations and operating policies and instructions are written. They are developed, as necessary to establish new or revised policy as the result of legislation, Commissioner's Decisions, precedential court decisions, Office of the General Counsel opinions, and to confirm or clarify existing policy. Included in the history file are intercomponent comments and clearances, draft versions of the PPS, final version, and related background documents.	NC1-047-80-7/4/a/2	Permanent. Offer microfilm to the National Archives when 20 years old.	Office of Retirement and Disability Policy (ORDP)/Office of Income Security Programs (OISP)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Operational Policy and Planning - Office of Regulations - Policy and Precedent Files - Microfilm	Original and microfilm copies of documents establishing policy and/or precedent for Social Security Programs. Included are formal statements of policy and substantive procedure, standards, criteria, interpretations and clarifications, administrative determinations, and similar records that provide a basis for program action.	NC1-047-80-7/5/b.	Permanent. Offer microfilm to the National Archives when 20 years old.	Office of Retirement and Disability Policy (ORDP)/Office of Income Security Programs (OISP)
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0002	Policy Planning, Policy Development, and Rulemaking Records	Permanent. Transfer to the National Archives 15 years after cutoff.	Cut off annually at end of calendar year in which policy, ruling, regulation, issuance, or manual was published or issued.	Records concern the issuance of SSA regulations, rulings, and policies, relating to retirement and disability programs by the SSA office responsible for the formal development and/or issuance of the regulation, ruling, or policy. Records consist of final copies of SSA national and regional issuances including instructional manuals, directives, circulars, handbooks, guides, bulletins, Program Operations Manual System (POMS), Hearings, Appeals, and Litigation Law Manual (HALLEX), and other formal policy and procedural guidance. These include regulations, National and Regional Program and Regulations Circulars and Notices, Program Policy Statements, Social Security Ruling/Acquiescence Ruling records, Policy and Precedent Files, and program monitoring guidelines.	Office of Information - General Program Administration Files - Instructions Files	Manuals, directives, handbooks, and other formal policy and procedural issuances prepared and published by OI components. Included are issuance under Part 150 of the Administrative Directives System and similar material.	NC-047-75-24/1/A/1	Permanent. Transfer to the Federal Records Center (FRC) at the close of the calendar year in which superseded or discontinued. Offer to the National Archives 10 years thereafter.	Office of Communications (OCOMM)
TEMPORARY										
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include, but are not limited to, legislative proposals (and related records) approved by the Commissioner or delegated authority, legislative bulletins, historical collections relating to Social Security bills passed by Congress and enacted into law, hearing testimony by agency officials, formal questions for the record from congressional hearings, and SSA Office of the Chief Actuary analysis of proposed legislation and proposed legislation background files.	Office of the Chief Actuary - Analysis of Proposed Legislation Background Files	OACT memoranda analyzing proposed legislation affecting the Old-Age, Survivors, and Disability Insurance (OASDI) or Supplemental Security Income (SSI) programs. Proposals may be generated within SSA or by Congressional staff, Administration staff, or other outside entities. Memoranda provide a comprehensive actuarial analysis of the effects of proposed changes on the finances of the programs and are referred to extensively by policymakers and others interested in reforming the programs.	DAA-0047-2013-0001-0003	Permanent. Cutoff at the end of the calendar year. Transfer to the National Archives 20 years after cut off.	Office of the Chief Actuary (OACT)

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Legislative Referral Memoranda (LRM)	Agency responses to OMB requests for agency views in accordance with OMB Circular A-19. LRMs originate from the Office of Management and Budget (OMB) and are used to coordinate the interagency review and clearance of material prior to its submission to Congress.	DAA-0047-2012-0005-0003	Temporary. Cut off end of the calendar year. Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Program Analysis (PA) Files (or Equivalent)	Files covering the ongoing review and analysis of the effectiveness of present Social Security programs and in planning ways and means for improving those programs. The files are retained by subject matter category and include copies of memorandums and bill reports, position papers, fact sheets, studies, plans, proposals, and comments. The files also include Congressional Member information and documentation on Social Security positions and program-related data.	DAA-0047-2012-0005-0004	Temporary. Cut off end of the calendar year. Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Staff Working Files	Records considered non-essential working documents or protocols that support the work of the office, and maintained primarily for staff members' reference.	DAA-0047-2012-0005-0005	Temporary. Cut off end of the calendar year. Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Legislative Language Files - Legislative Proposals Pending Approval by Agency Head	Proposals and related material for changes in Social Security laws as developed by the agency in accordance with OMB Circular A-19. Documents may contain proposed legislative language, supporting statements, alternative proposals and other information. Clearance comments are also included in these files.	DAA-0047-2012-0005-0007	Temporary. Cut off end of the fiscal year. Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Descriptions of Legislation - Files relating to Social Security bills in Congress	Description of bills introduced, moving, or passed in Congress pertaining to Social Security or related programs. Materials may include associated background material such as analyses, cost estimates, and technical comments.	DAA-0047-2012-0005-0009	Temporary. Cut off end of the even calendar year. Review files biennially and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Description of Legislation	Files relating to Social Security proposals under consideration by Congress but not introduced, including any analyses, cost estimates, and technical comments.	DAA-0047-2012-0005-0010	Temporary. Cut off end of the calendar year. Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Hearings Preparation Materials (including background books)	Copies of draft testimony, oral statements, and related materials pertaining to hearings before Congressional committees in which an SSA witness testifies on bills or issues relating to Social Security programs. Materials are prepared for use by SSA officials testifying and answering questions before Congressional committees. The materials include background and statistics on the legislation or issue, an analysis of the implications on Social Security programs, and background and program-related information on Members of the relevant Congressional	DAA-0047-2012-0005-0013	Temporary. Cut off end of the calendar year. Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Transcripts	Recordkeeping versions of transcripts and related materials pertaining to hearings before Congressional committees in which an SSA witness testified on bills or issues relating to Social Security programs. We would consider the hearing transcript of a Congressional Committee, and transcript edits that we provide upon request, as record-keeping versions .	DAA-0047-2012-0005-0014	Temporary. Cut off end of the calendar year. Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0003	Legislative Development Records	Temporary. Delete/Destroy 30 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include SSA congressional office program staff correspondence files, Legislative Referral Memoranda (LRMs), Program Analysis (PA) files, SSA congressional affairs staff non-essential working files, transcripts of congressional hearings, congressional hearing preparation materials including background books, legislative proposal pending approval of Commissioner or delegated authority, records concerning SSA proposals under consideration by Congress but not introduced, and background material concerning Social Security bills introduced, moving, or passed in Congress.		Office of Legislation and Congressional Affairs Records - Correspondence, Casework, and Member Visit Control Logs	Logs reflecting the assignment and disposition of incoming controlled correspondence and casework. Logs also may reflect date and time of visits of SSA staff to offices of Members of Congress and/or congressional staff.	DAA-0047-2012-0005-0002	Temporary. Cut off end of the fiscal year. Retain for a maximum of two years after cutoff.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0004	Development of Regulations, SSA Rulings, and Federal Register Records	Temporary. Destroy 10 years after cutoff, but longer retention is authorized if required for business use.	Cut off annually by end of calendar year of issuance.	Includes records of internal development of agency regulations or agency rulings, and other formal issuances in preparation for Federal Register publication. Included are any related case files, briefing papers, drafts to management, internal comments in response to drafts, background and supporting materials, and stakeholder input. Also included with the proposed and final documents to be published in the Federal Register at notices and correspondence with the Federal Register and public comments.	Development of Regulations, SSA Rulings, and Federal Register Records	N/A		New item.		N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0004	Development of Regulations, SSA Rulings, and Federal Register Records	Temporary. Destroy 10 years after cutoff, but longer retention is authorized if required for business use.	Cut off annually by end of calendar year of issuance.	Includes records of internal development of agency regulations or agency rulings, and other formal issuances in preparation for Federal Register publication. Included are any related case files, briefing papers, drafts to management, internal comments in response to drafts, background and supporting materials, and stakeholder input. Also included with the proposed and final documents to be published in the Federal Register at notices and correspondence with the Federal Register and public comments.	Development of Regulations, SSA Rulings, and Federal Register Records	N/A		New item.		N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Regional Office Records - General Program Administration Records - Administrative Files - Contributions to and/or comments on proposed legislation	Files created or maintained by most ROs in the performance of their assigned functions.	NC1-047-81-09/1/A/3	Temporary. Destroy 2 years after the close of the calendar year in which dated.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Regional Offices - General Program Administration Records - Controlled Correspondence	Locally-controlled correspondence, relating to all SSA programs, for which replies have been prepared. These records are not required for claims or legal purposes. Included are congressional inquiries and replies thereto, and other controlled correspondence and replies thereto.	NC1-047-81-09/1/C	Temporary. Destroy 1 year after date of final reply.	N/A

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Regional Offices - General Program Administration Records - Policy Memorandum Files	Policy memorandums, interpretations, clarifications, and similar records, used for reference purposes relating to administration of an SSA program within a general region. Record copies of documents which relate to SSA-wide policies are retained by SSA headquarters.	NC1-047-81-09/1/D	Temporary. Review files on an annual basis and destroy those records which do not have continuing applicability.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Regional Offices - General Program Administration Records - Administrative and Program Circulars	Administrative and program circulars issued by components in the RO containing administrative information and instructions and noninstructional program information relating to the administration of SSA programs. Administrative information is issued through the Administrative Directives System, and program information issued as program circulars. Included are related background materials, such as workpapers, clearance comments, draft instructions, and recommendations.	NC1-047-81-09/1/E	Temporary. Destroy 2 years after supersession or obsolescence.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Regional Offices - Family Assistance - Program Policy Records	Records pertaining to the financial assistance and incentive aspects of public assistance. They consist of files relating to aid to families with dependent children (AFDC), AFDC emergency assistance, and unemployed fathers. These files normally include information regarding eligibility requirements and limitations, program review and consultations, safeguarding the rights of applicants, fraud and recoupment accounting and payments, appeals, cooperation with other agencies, community work and training, compliance issues, and other such program-related files.	NC1-047-81-09/9/A	Temporary. Close out files at the end of each calendar year or after final resolution on redetermination or litigations, whichever is later. Transfer 3 years thereafter to the FRC. Destroy after a total 6 years' retention.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Public Information Records - Congressional Correspondence	These records consist of correspondence and reports of telephone conversations from the public and from Congressmen, on such matters as the service received in the district or branch office, inquiries pertaining to individual beneficiaries, and related concerns. Included are copies of speeches given by district or branch office personnel, and other public relations information.	NC-174-176//A/1	Temporary. Destroy after 2 years.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Public Information Records - Congressional Correspondence - All Other Material	These records consist of correspondence and reports of telephone conversations from the public and from Congressmen, on such matters as the service received in the district or branch office, inquiries pertaining to individual beneficiaries, and related concerns. Included are copies of speeches given by district or branch office personnel, and other public relations information.	NC-174-176//A/2	Temporary. Destroy after 1 year.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - BDOO Memos	These memoranda ("See Belows," numbered and unnumbered, and Identicals), are copies of central office issuances, which state or clarify BDOO organizational policies or issued instructions.	NC-174-176//B	Temporary. Destroy after 2 years.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - General Administration Notes	These documents from BDOO Central Office ("GANs") highlight new procedures for claims or management of the district or branch office.	NC-174-176//C	Temporary. Destroy after 1 year.	N/A

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Program Circulars	These circulars outline new procedures for SSA programs, such as health insurance, disability insurance, retirement and survivor's insurance, and supplemental security income.	NC-174-176//D	Temporary. Destroy when superseded, obsolete, or when no longer needed for reference.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Precedent File Records	These records consist of documented's related to claims which have become social security precedents. They are the basis for Commissioner's Decisions and Social Security Rulings. These claims were initiated in the district or branch office.	NC-174-176//F	Temporary. Destroy 1 year after precedent has been superseded or is no longer valid.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Disability Procedures Records	These records consist of procedures for the handling of disability cases by veterans hospitals, State agencies, and other organizations, and includes related correspondence.	NC-174-176//K	Temporary. Destroy when superseded, obsolete, or when no longer needed for reference.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Health Insurance Procedures Records	These records consist of procedures related to the health insurance program. They pertain to providers of services in the service area of the district or branch office, and include related correspondence. Included are State Buy-In Procedures which consist of background documents related to the review by the RO or CO, HI, of the State buy-in agreement. Also included is related correspondence.	NC-174-176//L	Temporary. Destroy when superseded, obsolete, or when no longer needed for reference.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Supplemental Security Income (SSI) Procedures Records	These records consist of procedures related to carrying out the SSI program in the district offices.	NC-174-176//M	Temporary. Destroy when superseded, obsolete, or when no longer needed for reference.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Bureau of District Office Operations (BDOO) General Administration Records - Check Procedure Records - Procedures	These records consist of local procedures established for the processing, auditing, and review of checks. The checks are returned to the district and branch office for social security overpayment, health insurance benefits, supplemental medical insurance benefits, and similar instances. Also included is SSA-1395, Receipt and Transmittal of Refund Payments-- Premium Payments and Returned Benefit Checks, and	NC-174-176//P	Temporary. Destroy when superseded, obsolete, or when no longer needed for reference.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.		Office of Operational Policy and Planning - Office of Regulations - Program Policy Statements Records - Office Responsible for Development of PPS - Original Documents	Original and microfilm copies of history folders of Program Policy Statements (PPS). PPS's are formal statements distributed SSA-wide, of social security program policy for which regulations and operating policies and instructions are written. They are developed, as necessary, to establish new or revised policy as the result of legislation, Commissioner's Decisions, precedential court decisions, Office of the General Counsel opinions, and to confirm or clarify existing policy. Included in the history file are intercomponent comments and clearances, draft versions of the PPS, final version, and related background documents.	NC1-47-80-7/4/a/1	Temporary. Destroy when microfilm has been proven acceptable.	N/A

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.	Office of Operational Policy and Planning - Office of Regulations - Program Policy Statements Records - Other Offices	Original and microfilm copies of history folders of Program Policy Statements (PPS). PPS's are formal statement distributed SSA-wide, of social security program policy for which regulations and operating policies and instructions are written. They are developed, as necessary to establish new or revised policy as the result of legislation, Commissioner's Decisions, precedential court decisions, Office of the General Counsel opinions, and to confirm or clarify existing policy. Included in the history file are intercomponent comments and clearances, draft versions of the PPS, final version, and related background documents.	NC1-47-80-7/4/b	Temporary. Destroy after 2 years.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.	Office of Information - General Program Administration Files - Instructions Background Files - Other Offices	Records accumulated in the preparation, clearance, and publication of manuals, directives, handbooks, and other formal policy and procedural issuances. Included are studies, clearance comments, recommendations, and similar records which provide a basis for publication or contribute the content of the issuance.	NC-047-75-24/1/B/2	Temporary. Destroy 2 years after the close of the calendar year in which dated.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.	Bureau of Hearings and Appeals - Policy and Procedure Files - Policy and Procedures Files - Other Offices	These files consist of records which establish policy and/or procedure pertaining to the hearings and appeals process. Included are formal statements of policy and substantive procedure, standards, criteria, interpretations and clarifications, and similar records.	NC-047-75-003/14/A/2	Temporary. Destroy when no longer needed for reference.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.	Bureau of Hearings and Appeals - General Program Administrative Files - Bureau of Hearings and Appeals Issuance Files - Other Offices	Manuals, directives, handbooks, and other formal policy and procedural issuances prepared by OQA components. Included are Quality Assurance Manual issuances and similar material.	NC1-047-76-25/1/A/2	Temporary. Destroy when superseded or discontinued.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0005	Regional, District, and Branch Records	Temporary. Cut off annually at end of calendar year. Destroy 5 year(s) after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Administrative and program policies and procedures issued by regional, district, and branch offices; and local office policies and procedures. Also included are regional office contributions to and/or comments on proposed legislation; SSA congressional affairs office correspondence, casework, and member visit control logs; and SSA district office congressional correspondence.	Office of Information - General Program Administration Files - Instructions Background Files - Office Responsible for Preparation of the Issuance	Records accumulated in the preparation, clearance, and publication of manuals, directives, handbooks, and other formal policy and procedural issuances. Included are studies, clearance comments, recommendations, and similar records which provide a basis for publication or contribute the content of the issuance.	NC-047-75-24/1/B/1	Permanent. Transfer to the Federal Records Center (FRC) at the close of the calendar year in which superseded or discontinued. Offer to the National Archives 10 years thereafter.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0006	Agency-wide (National) Policy Background Records	Temporary. Destroy 3 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include background materials, working files, and research regarding agency-wide policy records. The records are for the preparation, clearance, approval, issuance, or interpretation of policies, national issuances, instructional manuals and comparable materials. Included are studies, comments, concurrences, recommendations (which may include draft decision memos on policy transmittals), and similar records that provide a basis for the issuance or contribute to the content of the issuance. Note: If concurrence is by email, Outlook (or similar system) will manage using GRS 6.1.	Office of Retirement and Disability Policy - National Issuance Background Files	Records accumulated in the preparation, clearance, Issuance or Interpretation of national Issuances, instructional manuals and comparable materials regardless of media Included are studies, Intercomponent Review Draft (IRD), electronic Intercomponent Review Draft (eIRD) copies, comments and dispositions (i.e., clearance comments, concurrences), recommendations and similar records that provide a basis for Issuance or contribute to the content of the Issuance This Includes all historical copies and Issuances regardless of media	DAA-0047-2012-0002-0002	Permanent. Cut off at the end of the fiscal year in which records are superseded or discontinued. Transfer electronic records to NARA (according to acceptable standards at the time) immediately after cutoff. Transfer all other records to NARA in 5 year blocks 15 years after cutoff of most recent records.	N/A

Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0006	Agency-wide (National) Policy Background Records	Temporary. Destroy 3 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include background materials, working files, and research regarding agency-wide policy records. The records are for the preparation, clearance, approval, issuance, or interpretation of policies, national issuances, instructional manuals and comparable materials. Included are studies, comments, concurrences, recommendations, and similar records that provide a basis for the issuance or contribute to the content of the issuance. Note: If concurrence is by email, Outlook (or similar system) will manage using GRS 6.1.		Office of Quality Performance - Instructional Background Files	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	DAA-0047-2011-0002-0002	Temporary. Destroy immediately after files are superseded or discontinued.	N/A
Legislative, Regulatory, and Policy Records	DAA-0047-2023-0001-0006	Agency-wide (National) Policy Background Records	Temporary. Destroy 3 years after cutoff but longer retention is authorized if required for business use.	Cut off annually at end of calendar year.	Records include background materials, working files, and research regarding agency-wide policy records. The records are for the preparation, clearance, approval, issuance, or interpretation of policies, national issuances, instructional manuals and comparable materials. Included are studies, comments, concurrences, recommendations, and similar records that provide a basis for the issuance or contribute to the content of the issuance. Note: If concurrence is by email, Outlook (or similar system) will manage using GRS 6.1.		Bureau of Hearings and Appeals - BHA Issuance Background Files - Other Offices	These files consist of records accumulated in the preparation, clearance, publication, or interpretation of manuals, directives, handbooks, and other formal policy and procedural issuances. Included are studies, clearance COJEilents, recommendations, and similar records that provide a basis for publication or contribute to the content of the issuance.	NC-047-75-03/2/B/2	Temporary. Destroy after 2 years. Earlier disposal is authorized.	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.