

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI 47-95-4</i>	
1 FROM (Agency or establishment) Social Security Administration		DATE RECEIVED <i>5-17-95</i>	
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER George Rosch			
5 TELEPHONE (410) 965-2595		DATE <i>12-12-95</i>	
		ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5/12/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patricia J. Glover</i> Patricia J. Glover		TITLE SSA Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Byproducts and other Records Covered under the Computer Matching and Privacy Protection Act of 1988 (Public Law 100-503)  Computer Match Records  See attached  <i>Changes to this SF-115, Item IB, Item IIB            were approved by the agency records            officer, Regina Martin in an email            dated 9/12/06. LDR- 9/21/06 - copy            to agency.</i>		

DEC 27 1995/MHV  
copy to: Agency, NSX

Changes to this SF-115 were approved by George Rosch, SSA Records Officer,  
in a telephone conversation on 7/18/95. MGL 7/18/95

**SF-115, Request for Records Disposition Authority  
Computer Matching Agreement  
and  
By-product Records**

Introductory Description

These are Computer Matching records created for the use of the Social Security Administration (SSA) under the authority of the Privacy Act, as amended by the Computer Matching and Privacy Protection Act of 1988 (P.L. 100-503) and the Computer Matching and Privacy Protection Amendments of 1990. (The 1990 amendments were enacted as Section 7201 of the Omnibus Budget Reconciliation Act of 1990, P.L. 101-508.) The records include the match agreements and electronic byproduct records created as a result of the match agreements and developed in accordance with the requirements of a Federal benefit matching program or Federal personnel or payroll matching program. Both types of matching programs are subject to specific computer matching requirements under the Privacy Act. (See 5 U.S.C. 552a(a)(8), (o), (p), and (r)).

I. Federal Benefit Matching Program Records

Data and information collected in conjunction with these programs consist of any computerized comparison of two or more automated systems of Federal records or a comparison of a Federal system of records with non-Federal records of applicants for, recipients or beneficiaries of, participants in, or providers of services with respect to, cash or in-kind assistance or payments under Federal benefit programs for the purpose of establishing or verifying the eligibility of, or continuing compliance with, statutory and regulatory requirements, or for the purpose of recouping payments or delinquent debts under such benefit programs.

A. Interagency Computer Match Agreements:

Agreements between or among Agencies or other entities, usually maintained in hard copy, allow the Agency to create and develop computer match records relating to Federal benefit programs.

Disposition:

Retain written agreements until 7 years after the expiration of the agreement, then destroy.

## B. Electronic Match Records:

These records are created as a result of successful matches or “hits” that have been developed in accordance with the matching program’s purpose. These records are usually maintained on magnetic tape but also may be produced as hardcopy.

### Disposition:

#### Personally Identifiable Records

These electronic records contain information which identify individuals by name, social security number or other identifying characteristic. They should be destroyed in accordance with the retention schedule detailed in the agreement, or in the absence of a specified retention period, when no longer needed for matching purposes. Usually, the retention of these records is very brief so that this resultant information cannot be used for any other purpose other than the one specified in the written agreement.

#### Hardcopy Evidentiary Records

These hardcopy evidentiary records should be forwarded to an appropriate personnel/claims folder or other case file and disposed of in accordance with existing retention and disposal schedules.

#### Nonevidentiary Records

These records include material pertaining to the match but are non-personal in nature; i.e., they do not identify individuals by name, social security number or any other identifying characteristic. Materials in this category need to be retained for a specified period of time for general administrative purposes such as doing cost-benefit analyses and/or preparing reports to outside authorities such as the biennial report to the Office of Management and Budget (OMB). This file should be cut off (cease documentation and other related activities) at the expiration of the match agreement; procedures for record retention specified in the agreement should be followed. ~~In the absence of a retention period specified in the underlying agreement, this material should be destroyed (Pen and Ink Change, 7/18/95) a maximum of 2 years after creation or when no longer needed for administrative purposes, whichever is later sooner.~~

#### **Pen and Ink Change, 9/21/06;**

In the absence of a retention period specified in the underlying agreement, this material should be destroyed 2 years after date of creation or when no longer needed for administrative purposes.

## II. Federal Personnel or Payroll Matching Program Records

Data and records collected in conjunction with these programs consist of any computerized comparison of two or more automated Federal personnel or payroll systems of records, or a system of Federal personnel or payroll records with non-Federal records, for other than routine administrative purposes, whose purpose is to take any adverse financial, personnel, disciplinary, or other adverse action against Federal personnel.

### A. Interagency Computer Match Agreements:

Agreements usually maintained in hard copy allow the Agency to create and develop computer match records relating to Federal personnel or payroll matching programs.

#### Disposition:

Retain written agreements until 7 years after the expiration of the agreement, then destroy.

### B. Electronic Match Records:

These records are created as a result of successful matches or "hits" that have been developed in accordance with the matching program's purpose. These records are usually maintained on magnetic tape and also may be produced as hardcopy.

#### Disposition:

##### Personally Identifiable Records

These electronic records contain information which identify individuals by name, social security number or other identifying characteristic. They should be destroyed in accordance with the retention schedule detailed in the agreement, or in the absence of a specified retention period, when no longer needed for matching purposes. Usually, the retention of these records is very brief so that this resultant information cannot be used for any other purpose other than the one specified in the written agreement.

##### Hardcopy Evidentiary Records

These hardcopy evidentiary records should be forwarded to an appropriate personnel/claims folder

or other case file and disposed of in accordance with existing retention and disposal schedules.

### Nonevidentiary Records

These records include material pertaining to the match but are non-personal in nature; i.e., they do not identify individuals by name, social security number or any other identifying characteristic. Materials in this category need to be retained for a specified period of time for general administrative purposes such as doing cost-benefit analyses and/or preparing reports to outside authorities such as the biennial report to the Office of Management and Budget (OMB). This file should be cut off (cease documentation and other related activities) at the expiration of the match agreement; procedures for record retention specified in the agreement should be followed. ~~In the absence of a retention period specified in the underlying agreement, this material should be destroyed (Pen and Ink Change, 7/18/95) a maximum of 2 years after creation or when no longer needed for administrative purposes, whichever is later sooner.~~

#### **Pen and Ink Change, 9/21/06;**

In the absence of a retention period specified in the underlying agreement, this material should be destroyed 2 years after date of creation or when no longer needed for administrative purposes.

### III. Systems Routinely Used in Matching Operations

The following SSA records systems are used in the matches:

- Master Beneficiary Record System;
- Earnings Recording and Self-employment Income System;
- Supplemental Security Income Record System; and
- Master Files of Social Security Number Holders and the SSN Application System.

### IV. Rationale

In most instances, magnetic media records can be destroyed following a matching operation. The intent is to ensure that the information obtained from the match is used only for the stated purpose. Retaining these records past the time of their usefulness increase the risk that they may be used for other purposes and thus violate the privacy rights of the individuals concerned. Therefore, the following summarizes the above records retention schedule as follows:

- Personally identifiable electronic records are destroyed in accordance with the retention schedule detailed in the agreement, or in the absence of a

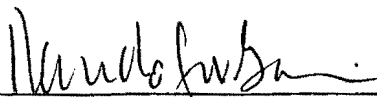
specified retention period, when no longer needed for matching purposes,

- o Hardcopy evidentiary documents held in any case file will be disposed of in accordance with existing schedules, and
- o All nonevidentiary materials (those containing no personally identifiable records) will also follow the retention schedule detailed in the match agreement. In the absence of a retention period specified in the underlying agreement, this material should be destroyed <sup>no maximum</sup> 2 years after creation ~~or when no longer needed for administrative purposes, whichever is later.~~ This ensures adequate time for the costs and benefits of the match to be examined and reported to OMB, and for any necessary review by the General Accounting Office (GAO), the Office of Inspector General (OIG), or the Data Integrity Board (DIB).

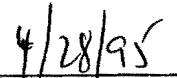
In contrast to the above, actual hard copies of the matching agreements themselves will be retained for 7 years after the expiration of the match. This relatively long retention period for written agreements (1) provides the public the opportunity to have access to match agreements as required by law (see 5 U.S.C. 552a(o)(2)(A)(ii)), (2) allows adequate time for any audit/investigation by the GAO, the OIG, or the DIB, and (3) ensures that adequate documentation is on hand to prepare reports for, or address inquiries from, both Congress and OMB.

General Counsel Statement:

I have reviewed the record descriptions and their respective proposed dispositions. I am of the opinion that the records will be maintained for a period of time sufficient to protect the legal and financial rights of the government and of people directly affected by the Agency's activities.

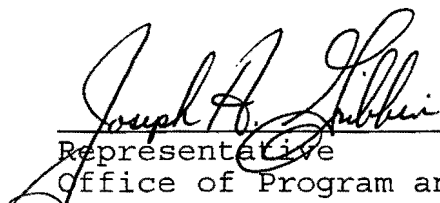


Acting General Counsel


  
Date

Social Security Administration  
Computer Matching Agreement and By-product Records  
Retention Schedule

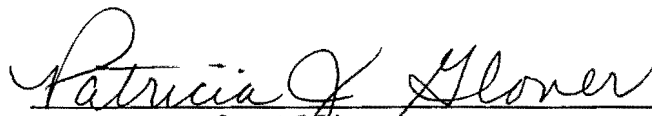
Agency Concurrences:

  
Representative  
Office of Program and Integrity Reviews

5/8/95  
Date

  
Representative  
Office of Systems Requirements

5/4/95  
Date

  
SSA Records Officer  
Office of Library, Records and  
Reprographics

5-1-95  
Date