

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 2 Sep 80

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

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

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Hearings and Appeals

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Ernest P. Lardieri

934-5770

LEAVE BLANK

JOB NO

NC1-47-80-20

DATE RECEIVED

September 5, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-22-80 Robert M. Vandy
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8-22-80	<u>George E. Lardieri</u>	Department Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF HEARINGS AND APPEALS (HEADQUARTERS)</u> <u>QUALITY REVIEW SAMPLE RECORDS</u></p> <p>The following records are created for a quality review sample of hearing dispositions selected by the OHA Case Control System. The review is conducted by the Office of Appraisal (OA), at OHA Headquarters. Cases which are returned to OHA Headquarters by effectuating components because of a technical error are also included in this review ("Protest" cases).</p> <p>1. <u>Quality Review Form</u></p> <p>Form SSA-682, Quality Review of Hearing Process, or equivalent, is used for quality review of hearing dispositions. Information on the form consists of various claimant and case characteristics (such as claimant identification, claim type, and ALJ and Appeals Council disposition), and the type of defect(s), if any. Forms are categorized by seriousness of defect.</p>		

*Closed Out: 1-5-81: K.T.D.
Copy Sent to Agency, NNF & NNR*

7 items

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. <u>Forms with No Defects</u></p> <p>Destroy 6 months after issuance of quarterly report.</p> <p>b. <u>Forms with Minor Defects and Protests</u></p> <p>Destroy 18 months after issuance of quarterly report.</p> <p>c. <u>Forms with Major Defects</u></p> <p>Destroy 5 years after issuance of quarterly report.</p> <p>2. <u>Quality Review Report</u></p> <p>Reports on quality review findings issued quarterly. The reports are prepared from information on Form SSA-682 or its equivalent. The reports include statistical information on defects and are used to evaluate and inform OHA management of decisional and case processing quality at the hearing level.</p> <p>a. <u>Office Responsible for Preparation of Report</u></p> <p>Transfer to OHA Central Reference Unit after 10 years. Destroy 10 years thereafter.</p> <p>b. <u>Other Offices</u></p> <p>Destroy when 2 years old or after administrative value ceases, whichever is earlier.</p> <p>3. <u>Computer Sample Case Listings and Case Control Cards</u></p> <p>Listings and cards identifying cases (by social security number) which have been randomly selected by computer for quality review. These are received monthly by OA.</p> <p>Destroy when 2 years old or after administrative value ceases, whichever is earlier.</p> <p>4. <u>Magnetic Tape Records</u></p> <p>Machine readable records of quality review sample data, retrievable by social security number (SSN) or surname of claimant or applicant, or by administrative law judge (ALJ) code. Information in the records consists of SSN, name of claimant, claim type, hearing type, ALJ code, case processing</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>locations and dates, ALJ and Appeals Council action, claimant demographic and diagnostic information, aspects of case handling, and identifiers which determine to what sample the case belongs. Input information is obtained from Form SSA-682 (see item 1 above) and output information consists of statistical data issued in the quality review reports (item 2 above) and case listings and control cards (item 3 above).</p> <p>Erase and return to blank stock when 10 years old.</p>		