

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0616-2025-0001

Status: APPROVED
Date Approved: 07/15/2026

General Information

Agency or Establishment	Social Security Advisory Board
Record/Scheduling Group	0616 - Records of the Social Security Advisory Board
Records Schedule Applies To	Agency-wide
Schedule Subject	Social Security Advisory Board Schedule of Records
Additional Schedule Information	The Social Security Advisory Board was established by the Social Security Independence and Program Improvements Act of 1994. The independent agency consists of a maximum of seven board members appointed by Congress and the White House and a small number of staff. SSAB performs several different functions, including research, providing policy recommendations to Congress and the President, and public meetings to discuss issues related to social security programs. The board also analyzes the retirement and disability systems, researches health security and social security program coordination, makes recommendations on topics related to social security programs, and provides public education to increase the understanding of the social security system. The board researches and advises on a wide variety of social security related topics, publishes reports documenting their research and recommendations, and holds public events on social security topics of interest.
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: 3

Number of Temporary disposition items: 1

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-0616-2025-0001

Item #	Title	Disposition
0001	Board History and Organization Records	Permanent
0002	Board Deliverables and Work Product	Permanent
0003	Board History, Organization, Deliverables, and Work Product - Background Information and Substantive Working Records	Temporary

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Records Schedule Items

DAA-0616-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Board History and Organization Records	
Item Description	Documentation of the Social Security Advisory Board's creation and mission. Records outline the Board Statute, the Board's Mission Statement, a description of Board functions, the Board Bylaws, a description of the Board structure and organization, bios of Board members, and a spreadsheet of current and historical Board appointments	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal 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	Born Digital - Textual Data:1GB	
Approximate first year of records covered by this authority	1996	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 10/01/1996 To: 09/30/2025	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0616-2025-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Board Deliverables and Work Product	

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Item Description	Mission-related research papers, both Board-published and commissioned, Board meeting public agendas, meeting announcements, and videos of Board-hosted public events. Board Meeting executive session detailed agendas from 2007 - 2025, other Board Meeting Records FY 98 - FY 07, consisting of formal briefing books for Board members.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal 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	Born Digital - Moving Images:20 GB ; Born Digital - Textual Data:2GB ; Analog - Paper Records:10 cubic feet
Approximate first year of records covered by this authority	1996
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1996 To: 09/30/2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0616-2025-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Board History, Organization, Deliverables, and Work Product - Background Information and Substantive Working Records

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Item Description	Research and background working files for deliverables, and files drafted to organize Board meetings and public events. Records include preparatory documents generated to assist Board members, such as agenda drafts, research paper drafts, presenter bios, background material, and informational memos, informal meeting notes
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cutoff
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)	07/15/2026



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.