

preparation, files at SSA which are based on Census samples do not have personal identifiers, and cannot be located on an individual basis. Records with identifiers maintained at the Bureau of Census are considered by Census to be exempt from access.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Also, individuals should reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

Records in this system are derived from: SSA administrative records, e.g., the Earnings Recording and Self-Employment Income System (09-60-0059) and Master Beneficiary Record (09-60-0090); and survey data collected by contractor. Bureau of the Census records may be used as a sampling frame.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0202

SYSTEM NAME:

Old Age, Survivors and Disability Beneficiary and Worker Records and Extracts (Statistics), HHS/SSA/OP.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Systems Operations, 6401 Security Boulevard, Baltimore, Maryland 21235
Datacrown/SDL, 12401 Columbia Pike, Silver Spring, Maryland 20904
and

Contractor sites: Addresses may be obtained by writing to the system manager (see below).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Groups of applicants for and recipients of Social Security Old-Age, Survivors, Disability and Black Lung benefits; persons with taxable earnings; persons issued Social Security numbers. Most files are samples of selected subgroups.

CATEGORIES OF RECORDS IN THE SYSTEM:

Socio-economic, demographic, medical and disability characteristics, earnings, employment history, benefits, and use of medical and rehabilitative services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 702 of the Social Security Act (42 U.S.C., Section 902).

PURPOSE(S):

The purpose of this system is to obtain research and statistical information about Social Security beneficiaries for use in various research and publication projects. Transfers to other components of HHS are made in summary form or with all identifiers suppressed.

Transfers within the Office of Research and Statistics are the only transfers that include identifiers, except for a routine use.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosure may be made for routine uses as indicated below:

1. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.
2. To contractor under contract to the Social Security Administration (SSA), or under contract to another agency with funds provided by SSA, for the performance of research and statistical activities directly related to this system of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data may be stored in paper form (e.g., hardcopy questionnaires, punch cards and computer printouts), in magnetic media (e.g., magnetic tape) and on microfilm.

RETRIEVABILITY:

Files are indexed and retrieved by use of the Social Security number.

SAFEGUARDS:

Safeguards are established in accordance with the HHS ADP System Manual, "Part 6, ADP System Security." Employees having access to records have been notified of criminal sanctions for unauthorized disclosure of information about individuals. Magnetic tapes or other files with personal identifiers, are retained in secured storage areas accessible only to authorized personnel. Microdata files prepared for purposes of research and analysis are purged of personal identifiers and are subject to procedural safeguards to assure anonymity. (See Appendix J to the publication for additional information relating to safeguards the Social Security

Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Records with identifiers will be held in secure storage areas and will be disposed of as soon as they are determined to be no longer needed for SSA analysis. Means of disposal will be appropriate to the record storage medium, e.g., erasure of tapes, shredding of printouts, etc.

As long as identifiable records exist, a periodic review will be made at least every two years to determine the need for their retention.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Research and Statistics, Social Security Administration, Universal North Building/Room 1121, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009

NOTIFICATION PROCEDURE:

This system contains limited data selected for statistical analysis which individuals would not ordinarily be interested in. Individuals inquiring about their records in SSA programs should consult other SSA systems of records which contain more detailed information. However, if the individual wishes notification of or access to information in this system, he/she should write to the system manager (at the above address) and provide the name of this system, his/her name and Social Security number and a description of the information being sought. (Furnishing the Social Security number if voluntary, but it will make searching for an individual's record easier and avoid delay.) Also, to verify identity, he/she should provide address and date of birth. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD ACCESS PROCEDURES:

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

Records are derived from other SSA system; e.g., Earnings Recording and Self-Employment System (09-60-0059) and Master Beneficiary Record (09-60-0090); and other SSA records related to earnings and applications for, or payment of benefits. For selected employers, lists of persons working in covered employment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0203

SYSTEM NAME:

Supplementary Security Income (SSI) Studies, Surveys, Records and Extracts (Statistics), HHS/SSA/OP.

SECURITY CLASSIFICATION:

None

SYSTEM LOCATION:

Social Security Administration, 6401 Security Boulevard, Baltimore, Maryland 21235
Social Security Administration, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009
Bureau of the Census, Washington, D.C. 20233, Jeffersonville, Indiana 47130
Datacrown/SDL, 12401 Columbia Pike, Silver Spring, Maryland 20904

and

Contractor sites: Addresses may be obtained by writing to the system manager (see below)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Sample groups and Supplemental Security Income population subsets of persons and families receiving or potentially eligible to receive welfare assistance under the SSI and related Federal/State welfare programs, including Aid to Families with Dependent Children, General Assistance, Emergency Assistance and Food Stamps and low-income energy assistance; samples of specially selected subsets of persons from the above programs; other persons or families, regardless of SSI or poverty status, for use within the same system of records for comparison purposes with persons or families in the above categories; Federal/State personnel responsible for the administration of SSI and related welfare programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Basic demographic characteristics; medical and disability information; socio-economic information; living conditions; attitudes; earnings and employment history, benefits; use of

medical and rehabilitative services; participation in and benefits received under SSI and related Federal/State welfare programs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 702 of the Social Security Act (42 U.S.C. Section 902); Title 13 of the U.S. Code, section 182 for Census participation.

PURPOSE(S):

The purpose of this system is to collect data by the following methods: extraction from program records (including records compiled at the State level); and through surveys which may be augmented with program information. Basic data on SSI recipients and others are collected, analyzed and published by the SSA Office of Research and Statistics for program planning and evaluation purposes. Such information is then used in the budget process for legislative change and as a basis for studying the effectiveness of the SSI and related welfare programs in meeting the need of the target population served. Currently, access to microdata files with identifiers comprised of data from within this system is limited to Office of Research and Statistics researchers. Other components of HHS receive summary data or microdata without identifiers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosure may be made for routine uses as indicated below:

1. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.
2. To contractor under contract to the Social Security Administration (SSA), or under contract to another agency with funds provided by SSA, for the performance of research and statistical activities directly related to this system of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Data may be stored in paper form (e.g., hard copy questionnaire, punch cards and computer printouts) on microfilm and in magnetic media (e.g., magnetic tape and disc).

RETRIEVABILITY:

Records are indexed and retrieved by use of the Social Security number.

SAFEGUARDS:

Safeguards are established in accordance with the HHS ADP System Manual, "Part 6, ADP System Security." Employees having access to records have been notified of criminal sanctions for unauthorized disclosure of information about individuals. Magnetic tapes or other files with personal identifiers, are retained in secured storage areas accessible only to authorized personnel. Microdata files prepared for purposes of research and analysis are purged of personal identifiers and are subject to procedural safeguards to assure anonymity. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Hard copy questionnaires will be destroyed when survey reports are completed. Records with identifiers will be held in secure storage areas and will be disposed of as soon as they are determined to be no longer needed for SSA analysis. Means of disposal are appropriate to the storage medium; e.g., erasure of tapes shredding of printouts, etc.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Research and Statistics, Social Security Administration, Universal North Building/Room 1121, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009

NOTIFICATION PROCEDURE:

This system contains limited data selected for statistical analysis which individuals would not ordinarily be interested in. Individuals inquiring about their records in SSA programs should consult other SSA systems of records which contain more detailed information. However, if an individual wishes notification of or access to information in this system, he/she should write to the system manager (at the above address) and provide the name of this system, his/her name and Social Security number and a description of the information being sought. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.) Also, to verify identity, he/she should provide address and date of birth. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.