

RETENTION AND DISPOSAL:

All paper forms and cards are retained until they are filmed or are entered on tape and their accuracy is verified, then they are destroyed by shredding. All tapes, disks, and microfilm files are updated. The out-of-date magnetic tapes and disks are erased. The out-of-date microfilm is shredded.

SSA retains correspondence 1 year when it concerns documents returned to individual, denials of confidential information, release of confidential information to an authorized third party and undeliverable material, for 4 years when it concerns information and evidence pertaining to coverage, wage, and self-employment determinations, or when the statute of limitations is involved, and permanently any material which affects future claims development especially coverage, wage, and self-employment determinations. Correspondence is destroyed, when appropriate, by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Enumeration and Earnings Records, 6401 Security Boulevard, Baltimore, Maryland 21235.

NOTIFICATION PROCEDURE:

An individual can determine if this system contains a record pertaining to him or her by providing his or her name, Social Security number, signature, or other personal identification and referring to this system to the address shown under system manager above. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.)

RECORD ACCESS PROCEDURES:

Same as notification procedures. Also, requesters should reasonably specify the record contents they are seeking. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Also, requesters 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 Regulation 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

Social Security number applicants, employers, self-employed individuals; the Department of Justice (Immigration and Naturalization Service); the Department of Treasury (Internal Revenue Service); an existing system of records maintained by SSA, the Master

Beneficiary Record (09-60-0090); correspondence, replies to correspondence, and earnings modifications resulting from SSA internal processes.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0063**SYSTEM NAME:**

Resource Accounting and Project Management System, HHS/SSA/OS.

SECURITY CLASSIFICATION.

None.

SYSTEM LOCATION:

Social Security Administration, Office of System Operations, 6401 Security Boulevard, Baltimore, Maryland 21235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Employees of the Social Security Administration who are responsible for ADP-related workloads.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel, including skills and availability utilization, and machine resource expenditures by work effort for ADP-related workloads. Information is captured by use of individual clerk number to identify employee time and by information contained in computer run card to identify machine time. Time is associated to work effort by a project/service request/task number structure. Data captured relating to work efforts includes: description of work, planned, authorized and obligated resources by skill category, responsible organizational component and responsible manager, user(s) priority and start and target dates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 702 of the Social Security Act.

PURPOSE(S):

Information in this system is used to project and account for all Office of Systems personnel and machine resource expenditures as they relate to ADP-related workloads. Report packages and on-line capabilities are available for use by all levels of management within the SSA Office of Systems. Data included in the reports may be sorted in various ways to show information including personnel utilization, work effort in progress as well as budget and project status.

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 the Department of Justice in the event of litigation where the defendant is:

(a) The Department of Health and Human Service (HHS), any component of HHS, or any employee of HHS in his or her official capacity;

(b) The United States where HHS determined that the claim, if successful is likely to directly affect the operations of HHS or any of its components; or

(c) Any HHS employee in his or her individual capacity where the Justice Department has agreed to represent such employee;

HHS may disclose such records as it deems desirable or necessary to the Department of Justice to enable that department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected.

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

Records are stored in magnetic media (e.g., magnetic tapes and discs).

RETRIEVABILITY:

Personnel records are indexed based on individual clerk number. Work efforts are identified by project service request number.

SAFEGUARDS:

Safeguards are established in accordance with the HHS Automated Data Processing Manual, "Part 6, ADP System Security." Information is distributed to the user and project managers only. The records are accessible only by use of assigned secure passwords. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Active records will remain on-line until complete. Records will be purged on an annual basis with complete records transferred to tape for 2 years. At the end of 2 years, tapes are erased and returned to stock.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Division of Strategic Planning and Integration, 6401 Security Boulevard, Baltimore, Maryland 21235.

NOTIFICATION PROCEDURE:

An individual can determine if the system contains a record pertaining to him or her by providing his or her name and clerk number to: Chief, Resource Accounting Branch, Division of Strategic Planning and Integration, 6401 Security Boulevard, Baltimore, Maryland 21235.*

RECORD ACCESS PROCEDURES:

Same as notification procedures. Also, requesters should reasonably specify the record contents they are seeking. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Also, 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:

Information is obtained from the individual or project managers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0066

SYSTEM NAME:

Claims Development Record, HHS/SSA/OFO.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

District and branch office (see Appendix F.1 for address information).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Beneficiaries, applicants and inquirers of information relating to the various Social Security programs and the Black Lung program.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the name, address, and Social Security number of the individuals. It also contains development notes concerning the requesting and receipt of documents required for a claim for benefits. Benefit amounts and date of entitlement may also be displayed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 205(a) of the Social Security Act.

PURPOSE(S):

Information in this system is used as an interviewing tool, record of clearance of claims and sometimes as a log of activity pertinent to continued entitlement to benefits.

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:

To a congressional office in response to an inquiry from the office made on behalf of the subject of a record.

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

Records are stored in paper form (8 x 10½ cards) filed in standard file cabinets.

RETRIEVABILITY:

Records are retrieved by name and Social Security number.

SAFEGUARDS:

Access to records is restricted to authorized personnel who have a need for the records in the performance of their official duties. The buildings which house the records are secured after normal business hours. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Specific destruction dates are established depending on whether a claim is allowed or disallowed. Generally, the records are maintained for 6 months then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Commissioner, Office of Field Operations, 6401 Security Boulevard, Baltimore, Maryland 21235.

NOTIFICATION PROCEDURE:

An individual can determine if this system contains a record about him/her by contacting the most convenient Social Security district or branch office (see Appendix F.1 for address and telephone information) and providing his/her name and Social Security number. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.) These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD ACCESS PROCEDURES:

Same as notification procedure. Requesters also should reasonably specify the record contents they are seeking.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Requesters also 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:

Applicants, Social Security beneficiaries, Supplemental Security Income recipients, inquiries and third parties.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0075

SYSTEM NAME:

Congressional Bills File, HHS/SSA/OP.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Legislative and Regulatory Policy, 6401 Security Boulevard, Baltimore, Maryland 21235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Listing of bills to amend the Social Security Act. Includes bill number, sponsor's name, state and party affiliation, date of introduction of bill, and a 3-digit subject code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code 301.

PURPOSE(S):

This system is used for the purposes of tracking Social Security legislation as it progresses in the Congress, and keeping a historical record and accounting of Social Security legislation.

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: