

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. (Through the Treasury Department) to a congressional office in response to an inquiry from that office made at the request of the subject of a record. Tax return information is disclosed only with the expressed authorization of the Internal Revenue Service.

2. To the Department of the Treasury, Office of Tax Analysis, in connection with statistical studies conducted for Social Security Administration and Department of the Treasury purposes.

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

Records are stored on magnetic tape.

RETRIEVABILITY:

Records are indexed by Social Security number during the searching steps at the Social Security Administration. Identifiers are retained at the Office of Tax Analysis for matching purposes which are carried out entirely at Treasury.

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. Special update files prepared for use in database management systems are purged. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

Identifiable data are retained by the Social Security Administration only during the search process. Once searching is complete all computer tapes are turned over to the Treasury Department.

A matched SSA-Treasury file without identifiers is available to SSA and Treasury for research use. SSA does not have detailed Internal Revenue Service data with identifiers at any point in the

matching process. The minimum amount of Internal Revenue Service data with identifiers needed to validate the processing is used by the Social Security Administration. Identifiers may be retained on the Treasury copies of intermediate and matched files in secure storage.

The retention of these identifiers is needed exclusively for possible further matching; e.g., with similar data for different years.

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 program should consult other SSA systems of records which contain more detailed information. However, if an individual wishes notification of or access to information that may be maintained during processing stages 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 identify, he/she should provide address and date of birth. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD ACCESS PROCEDURE:

Same as notification procedures. Except in transitory stages of preparation, files at SSA do not have personal identifiers, and cannot be located on an individual basis.

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 Social Security Administration systems; e.g., the Master Files of Social Security Number Holders (09-60-0058), Earnings Recording and Self-Employment Income

Record (09-60-0059), Master Beneficiary Record (09-60-0090); and Internal Revenue Service Federal income and estate tax returns.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0159

SYSTEM NAME:

Continuous Work History Sample (Statistics), HHS/SSA/OP.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Social Security Administration, Office of Systems, 6401 Security Boulevard, Baltimore, Maryland 21235
and
Parklawn, 5600 Fishers Lane, Rockville, Maryland 20857.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A sample of persons with social security numbers issued through the cutoff date of the file. Included are those persons working for the Federal government and those covered by the Railroad Retirement Act, as well as those covered under social security.

CATEGORIES OF RECORDS IN THE SYSTEM:

Demographic characteristics; employer information; type of work information; earnings information; self-employment information; insured status information; benefit status; and geography information (residence).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

PURPOSE(S):

This system provides a one percent overview of SSA programs. With identifiers, the system is used by Office of Research and Statistics (ORS) staff in analysis and research of SSA programs, workloads, and revenue. Purged of identifiers, it has been an important resource for HHS planning and evaluation and for health research in the Health Care Financing Administration and the Public Health Services. Its wide scope and coverage of the income structure of the United States, make the data from the system useful to many agencies, including the Census Bureau and the Bureau of Economic Analysis, as a fundamental source of data.

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 the Department of Labor for administering provisions of Title IV of the Federal Coal Mine Health and Safety Act and for studies on the effectiveness of training programs to combat poverty.

2. To the Bureau of Census when it performs as a collecting agent or data processor for research and statistical purposes directly relating to this system of records.

3. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.

4. To a Federal or State agency (or its agent) lawfully charged with the administration of a Federal or State unemployment compensation law or contribution or tax levied in connection therewith, for the purpose of such administration but solely for use in compiling statistics to be used in aggregated or anonymous forms.

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

STORAGE:

Data are stored on magnetic tape.

RETRIEVABILITY:

The file is 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:

This is a longitudinal sample. Records with identifiers will be retained as long as needed to permit addition of future earnings and other Social Security Administration program data for individuals in sample. When no longer

needed, the tape records are erased and returned to stock.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Research and Statistics, Social Security Administration, 1875 Connecticut Avenue NW., 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 program should consult other SSA system of records which contain more detailed information. However, if the individual wishes notification of or access to information that may be maintained during processing stages 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.

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 Social Security Administration systems: e.g., the Master Files or Social Security Number Holders (09-60-0058), Earnings Recording and Self-Employment Income System (09-60-0059), Master Beneficiary Record (09-60-0090); quarterly earnings items file; and the Internal Revenue Service name and address file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0184

SYSTEM NAME:

Hearing Officer Master Calendar, HHS/SSA/OHA.

SYSTEM CLASSIFICATION:

None.

SYSTEM LOCATION:

All Hearing Offices (See Appendix G for address information).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Claimants—title II (Retirement, Survivors and Disability); title XI (claimants subject to Professional Standards Review); title XVI (Supplemental Security Income); title XVIII (Health Insurance) and claimants for Black Lung benefits pursuant to provisions of the Federal Coal Mine Health and Safety Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

A list of all cases pending in the hearing office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 205, 1631(d)(1) and 1872 of the Social Security Act, as amended, and Section 413(b) of the Federal Coal Mine Health and Safety Act, as amended.

PURPOSE(S):

The purpose of this system is to enable the Hearing Office to ascertain the location of cases within the Office of Hearings and Appeals and maintain control of the pending case load.

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 Services (HHS), any component of HHS, or any employee of HHS in his or her official capacity;

(b) The United States where HHS determines 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