RECORD SOURCE CATEGORIES:
Records are derived from other SSA system; e.g., Earnings Recording and Self-Employment System (09-60-0000) and Master Beneficiary Record (09-60-0000); 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. 20233
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 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, RETREIVING, 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 secure 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.
CATEGORIES OF RECORDS IN THE SYSTEM:
returned from foreign countries by the
CATEGORIES OF INDIVIDUALS COVERED BY THE
LOCATION:
SECURITY CLASSIFICATION:
SYSTEM NAME:
09-60-0206
RECORD SOURCE CATEGORIES:
Records in this system are derived from other SSA systems; e.g., Earnings
Recording and Self-Employment System (09-60-0059), Claim Folders (09-60-0089)
(disability case folders), Master
Beneficiary Record (09-60-0090) and
Supplemental Security Income Record (09-60-0103) (SSI applications); program
records of other Federal/State welfare
programs; and/or survey data collected
by contractor; the Health Insurance
programs; and/or survey data collected
Supplemental Security Income Record
Beneficiary Record (09-60-0090) and
RECORD SOURCE CATEGORIES:
agencies; and other private and public
agencies as required.
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 operation
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
decom desirables 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.
3. To State and local Human Services
agencies and other private and public
agencies for the purpose of providing
services through the repatriation
program.
POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING AND DISPOSING OF
RECORDS IN THE SYSTEM:
STORAGE:
Records are maintained in paper form
(e.g., individual case folders).
RETRIEVABILITY:
Records are indexed and retrieved
alphabetically by name.
SAFEGUARDS:
Access to an use of the records are
limited to those persons whose official
duties require such access. All
employees are instructed in Social
Security Administration confidentiality
rules as part of their initial orientation
training. The records are stored in metal
cabinets with lock and key. (See
Appendix J to this publication for
additional information relating to
safeguards the Social Security
Administration employs to protect
personal information).
RETENTION AND DISPOSAL:
The policy is to maintain records for
one year after closure then transfer them
to the Federal Records Center in
Suitland, Maryland.
Records are maintained for five years
by the Federal Records Center prior to
destruction. Some records are
maintained in the active files for
considerably longer periods.
SYSTEM MANAGER(S) AND ADDRESS:
Repatriation Program Specialist,
Repatriation Program Staff, OFA, SSA,
HHS, 2100 2nd Street, S.W., Room 111.
Washington, D.C. 20201
NOTIFICATION PROCEDURE:
An individual can determine if this
system contains a record pertaining to
him/her by contacting the official at the
address under system manager above
and providing his/her full name, date of
birth and approximate date of
repatriation. 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:
Information is secured from the
individual, his relative, any person
knowledgeable of his situation and from
State and local Health and Human
Services agencies and other private and
public agencies.