

 <h2 style="text-align: center;">Agency Response Form - Part B</h2> <h3 style="text-align: center;">Unscheduled Records in Non-NARA Facilities</h3> <p style="text-align: center; font-size: small;">Mandatory Government Records Directive (OMB/NARA M12-18) Item 2.5 Requirement: The Agency Records Officer will work with NARA to identify all unscheduled records, by December 31, 2013. This should include all records stored at NARA and at agencies' records storage facilities that have not yet been properly scheduled.</p> <p style="text-align: right; font-size: x-small;">Questions? We want to hear from you! UnscheduledRecords@NARA.gov</p>									
First Name of Respondent	Last Name of Respondent	Agency of Respondent	Title	Address	City	State	Zip Code	E-Mail	Phone Number
Regina	Martin	Social Security Administration	Acting Records Officer	6401 Security Boulevard 822 Attorney Building	Baltimore	Maryland	21234	regina.martin@ssa.gov	410-965-0623

INSTRUCTIONS:

- For the person completing this form: Please complete Row 4 with your contact information? Please use a separate row for each series of unscheduled records in your custody.
- Please complete each field. If the data is unknown, please enter "Unknown."
- In the cells below the highlighted yellow fields, please select an answer from the drop-down list. "Additional Information" fields are available next to each question, if needed.
- A detailed instruction sheet is provided as an attachment to the e-mail.
- Some columns have more information about the answer field, click in the first cell, and a pop up box will provide a definition and example.
- Upon completion, please e-mail this spreadsheet as an attachment to unscheduledrecords@nara.gov or with the Records Management Self-Assessment (RMSA) questionnaire.

1	2	3	4A	4B	5	6	7	8A	8B	9	10	11
Record Group #	Creating Office	Record Series Description	Type of Records	Additional Information for 4A: Provide multiple general records types or other general records types.	Actual Volume	Inclusive Start Date	Inclusive End Date	Where are these records stored now? Provide name(s) and location of each facility(ies) and full contact information for storage sites in 8B.	Additional Information for 8A: Provide name(s) and location of each facility(ies) and full agency staff contact information for storage sites in 8B.	Customer Reference Number	Status?	Additional Information or Comments
Type in Record Group #	Type in Creating Office	Type in series description	Select answer from drop-down list	Type in the additional information	Type in volume in cubic feet	Type in first year of series (yyyy)	Type in last year of series (yyyy)	Select answer from drop-down list	Type in the additional information	Type in Non-NARA records storage facility tracking number, if not applicable enter "Not Applicable"	Select answer from drop-down list	Type in notes or comments
47	Office of Regulations and Reports Clearance	Agency files documenting the development, issuance, and processing of proposed and final rules for publication in the Federal Register.	Textual Records		18 GB	1995	2013	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Privacy and Disclosure	Agency files documenting the development, issuance, and processing of proposed and final rules for publication in the Federal Register.	Textual Records		8 C.F. and 95 MB	1974	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	Office of the Regional Chief Counsel (Region IV)	Agency files documenting the development, issuance, and processing of proposed and final rules for publication in the Federal Register.	Textual Records		205 MB	2006	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Privacy and Disclosure	Law enforcement documents/ reports from third parties	Textual Records		1 C.F. and 85 MB	1974	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	All SSA components	Candidate appointment books, schedules, lists, diaries, and other records documenting meetings, appointments, telephone calls, tips, visits, and other activities by Senior Officials.	Textual Records		Unknown	Unknown	Unknown	Agency Office Space			No Scheduling Completed	SSA is in the process of determining our Senior Officials. We will incorporate this records series into our big buckets.
47	All SSA components	Employee development files not related to an individual Development Plan	Textual Records		less than 1 C.F.	Unknown	Unknown	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	Office of Security and Emergency Preparedness	Emergency Planning Administrative Correspondence Files - Correspondence files relating to the administration and operation of the emergency planning program.	Textual Records		100 MB	2010	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Security and Emergency Preparedness	Emergency plans not included in the agency's master set of directives files.	Textual Records		120 MB	2004	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Security and Emergency Preparedness	Emergency planning reports of operations tests, licensing of consolidated or comprehensive reports reflecting agency wide results of tests conducted under emergency plans.	Textual Records		50 MB	2004	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Retirement and Survivors Insurance Systems	Medicare Database	Data Files		4.8 GB	2005	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Retirement and Survivors Insurance Systems	Disability Control File (DCF)	Data Files		262,100 MB	2001	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Disability Systems	Case Processing and Management System (CPMS)	Data Files		304.3 GB	2004	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Audit Liaison Staff	General audit requests	Textual Records		less than 1 C.F.	2010	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	Office of the Chief Actuary	Annual reports of the Supplemental Security Income (SSI) program	Textual Records		8 C.F./73 GB	1996	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2013-0003 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of the Chief Actuary	Annual reports of the SSI program background files	Textual Records		4 C.F./8 GB	1996	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2013-0003 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of the Chief Actuary	President's Budget background files	Textual Records		93 C.F./458 GB	1985	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2013-0003 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of the Chief Actuary	Automatic Determinations Background Files	Textual Records		2 C.F./7 GB	1987	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2013-0003 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Financial Policy and Operations	Managerial cost accounting records (paper)	Textual Records		200 C.F.	1973	2013	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	Office of Financial Policy and Operations	Managerial cost accounting records (electronic)	Textual Records		3.5 GB	2001	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Learning	Mission-related Videos on Demand and TVT production files including coverage, in progress VODs (AV), active VODs (1123), and archived VODs (1233)	Data Files		27.3 TB on servers, 8.4 TB on internal editing station HD, and 29 TB on external HDs	10/2/2004	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Learning	Mission-related Video Teletraining archived tapes and DVDs	Audiotape		1430 tapes and 1000 estimated DVDs (duplates of tapes)	2005	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Learning	Graphics for VOT/VODs (ppt files with images)	Photographs and Other Graphic Materials		6 GB per year	1997	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Learning	Regional VOD material	Data Files		41 GB	2010	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	Office of Learning	TV/VOD Scripts	Textual Records		50 MB per script	1997	Present	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets. These records are retained electronically therefore, we cannot list volume in cubic feet.
47	All SSA components	Training manuals, syllabuses, textbooks, and other training aids developed by SSA	Textual Records		Unknown	Unknown	Unknown	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	Office of Communications	Data sets provided for www.data.gov	Data Files		238 KB	12/2/2010	1/7/2014	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	Office of Communications	Social media records	Data Files		Unknown	Unknown	Unknown	Agency Office Space			No Scheduling Completed	SSA will incorporate this records series into our big buckets.
47	Office of Retirement and Survivors Insurance Systems	Modernized Claim System (MCS)	Data Files		107 GB	1985	Present	Agency Office Space			No Scheduling Completed	Need to determine if this system is unscheduled or if it is scheduled under item 1.A Inputs in N1-047-09-02.
47	Office of Retirement and Survivors Insurance Systems	Modernized Supplemental Security Income Claims System (MSACS)	Data Files		Unknown	Unknown	Unknown	Agency Office Space			No Scheduling Completed	Working with component to determine if this system is unscheduled or if it is scheduled under item A inputs in N1-047-09-02.
47	Office of Legislation and Congressional Affairs	Legislative Referral Memoranda - Agency responses to OMB requests from the Office of Management and Budget and are used to coordinate the interagency review and clearance of material prior to its submission to Congress.	Textual Records		3,243 MB	2003	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2012-0005 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Legislation and Congressional Affairs	Legislative Language Packages sent to Congress - Proposals for changes in Social Security law (and related material) as developed by the Agency in accordance with OMB Circular A-76, approved by Agency Head and OMB and transmitted to Congress for consideration. Documents may contain proposed legislative language, supporting statements, alternative proposals, and other information. Included in these files are related clearance comments.	Textual Records		177 MB and 1 C.F.	1986	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2012-0005 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Legislation and Congressional Affairs	Legislative Language Files - Pre-decisional proposals, proposals and related material for changes in Social Security laws as developed by the agency in accordance with OMB Circular A-76. Documents may contain proposed legislative language, supporting statements, alternative proposals and other information. Clearance comments are also included in these files.	Textual Records		0.4 MB and 2 C.F.	1990	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2012-0005 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Legislation and Congressional Affairs	Legislative proposals pending approval by agency head	Textual Records		48 MB and 14 C.F.	1982	Present	Agency Office Space			Pending Schedule Approval	SSA will incorporate this records series into our big buckets. DAA-0047-2012-0005 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Legislation and Congressional Affairs	Description of Legislation - Files relating to Social Security proposals under consideration by Congress but not introduced, including any infantries, cost estimates, and technical comments.	Textual Records		10 MB	2008	2013	Agency Office Space			Pending Schedule Approval	SSA-0047-2013-0005 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Legislation and Congressional Affairs	Formal questions and answers submitted to the Administration Writers to be included in the (combined) report of the hearing process.	Textual Records		22 MB and 2 C.F.	1990	Present	Agency Office Space			Pending Schedule Approval	SSA-0047-2012-0005 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Legislation and Congressional Affairs	Summaries of legislation affecting Social Security programs that have received some action in Congress.	Textual Records		206 MB	1981	Present	Agency Office Space			Pending Schedule Approval	SSA-0047-2012-0005 is currently going through the NARA approval process. This records schedule covers this records series.
47	Office of Legislation and Congressional Affairs	Record keeping versions of testimony (draft testimony) submitted to Congress, not draft versions pertaining to hearings before Congressional committees in which an SSA witness testified on bills or issues relating to Social Security programs. Formal statements for the record delivered before Congressional hearings by agency officials on behalf of the Administration.	Textual Records		284 MB and 2 C.F.	1979	Present	Agency Office Space			Pending Schedule Approval	SSA-0047-2012-0005 is currently going through the NARA approval process. This records schedule covers this records series.