NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-047-76-011

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/28/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

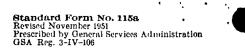
All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item II.A was stated as superseded by both NC1-047-79-05 and NC1-047-84-07, item I.A. Item III.A was superseded by NC1-047-81-15, item 3a. Item II.D was superseded by NC1-047-82-12, item 1.

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Standard For Revised Novemb	er 1951				
Prescribed by G Administratio GSA Reg. 3-IV-	1	MEQUELION RUINOMILL .		LEAVE BLANK	
115-103	IO DISPOSE OF R	ECORDS	AUG 2 9 1		
14 it	(See Instructions on Reverse)	47	DATE APPROVED	NC- 4	7 80 -
	RAL SERVICES ADMINISTRATION, L Archives and Records Service, Washington,	D.C. 20408		NO- 3	7-76-11
1. FROM (AGENO	Y OR ESTABLISHMENT)		NOT	IFICATION TO A	GENCY
A	nt of Health, Education, and We	lfare			sions of 44 U.S.C.
2. MAJOR SUBDI			ments, is appr	oved except fo	including amend- or items that may
Social Security Administration 3. MINOR SUBDIVISION			be stamped "di "withdrawn" in		proved" or
	f Quality Assurance		C . 11	Λ	() At last a
	ON WITH WHOM TO CONFER	5. TEL. EXT.	9-24-75 Date c-+'	James	
George S	. Yamamura	45770	acting	acting Archivist of the United States	
6. CERTIFICATE	DF AGENCY REPRESENTATIVE:				
I hereby cert	fy that I am authorized to act for the head of this agency	in matters pertaining to the	disposal of records, an	d that the record	s described in this list or
schedule of	_ pages are proposed for disposal for the reason indicated: (("X" only one)			
ceased to	ords have B The records will cease to have suffi-	the expiration			
further re	e to warrant tention of the period of time indicated or rence of the event appendid.	on the occur-			
0		,			
8-1-	15NMR 15/11MM		SSA Re	cords Ofi	icer
(1)8(0)	(Bigniture dy Agency Rep			(1110)	- <u> </u>
7. ITEM NO.	8. DESCRIPTION (WITH INCLUSIVE DATES OR			9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Records Retention and Disposal Schedule Office of Quality Assurance Field Offices				
_					
I.	GENERAL PROGRAM ADMINISTRATION	FILES			
	A. Administrative Files				
	Files created or maintained	hu most Office	of Quality		
	Assurance (OQA) field office				
	their assigned functions.	is in the perior			
	-	autocina correc	nondonco		
	 Official file copies of relating to office funct 		pondence		
	2. Comments on draft report		proposals		
	prepared by other office	25.			
	 Contributions to and/or legislation. 	comments on pro	posed		
	4. Suggestion evaluations.				
	5. Program and management and staffing reports, we reports, highlights, and to submit narrative or s management offices.	orkload and prod d other reports	uction prepared		
	Destroy 2 years after the year in which dated.	he close of the	calendar		



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Job No.	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	 B. <u>Working Files</u> Nonessential working papers retained for reference purposes by staff members. Destroy after 2 years or when no longer needed for 		
II.	reference, whichever is earlier. QUALITY ASSURANCE (QA) PROGRAM FILES		
•	 A. <u>QA Casefiles</u> The QA casefile contains documents relating to the comprehensive field review of a selected Supplemental Security Income (SSI) claims case. The review is conducted to determine the state of quality of the SSI claims process. Included are Forms SSA-8508, SSI Quality Assurance Case Review Analysis; SSA-8510, Authorization to the Social Security Administration to Obtain Personal Information; SSA-8530, SSI Quality Assurance Case Report; SSA-795, Statement of Claimant or Other Person; or their equivalents. Also included are transmission validation reports, lists of collateral sources, SSI records displays, and miscellaneous correspondence. 1. Destroy 18 months after the 6-month period in which the case was selected for review. 2. <u>Exception</u> - if the case is in Federal Fiscal Liability (FFL) State retain the casefile for the above period or until notice is received that the State has completed its audit for the particular 		
	 period, whichever is later. B. Sample Control Listings (SCL) Listings identifying cases (by the social security number and the first five letters of the claimant's surname) selected for quality assurance review. The listings are used for control purposes. 1. Destroy listings documenting the assignment and disposition of cases after 2 years. 2. Retain 1 set of listings for State audit purposes Destroy after the audit has been completed. 		

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	 Destroy any remaining sets of listings after all cases reflected thereon have been completed. 		
	C. <u>Technical Assistance Section SCL</u> Listings identifying cases (by social security number) selected for review by the Technical Assistance Section, Bureau of Disability Insurance. The listings are used for control purposes. Destroy after all cases have been accounted for.		
	D. <u>QA Data Input Forms</u>		
	Form SSA-8500, SSI Quality Assurance Data Input, or its equivalent. The form is used by teletypists to key data into an EDP system. Also included are associated telex papers.		
	Destroy after input has been verified and edits have been resolved. Exception: Offices lacking data transmission equipment should retain 1 copy of the SSA-8500 in the QA casefile and forward the other copy to the appropriate office for data transmission.		
III.	PROGRAM_INTEGRITY_FILES		
	A. Program Integrity Casefiles		
	The program integrity casefile contains documents relating to an investigation of possible criminal violations of Title XVI of the Social Security Act, as amended. Included are copies of pertinent SSI claims folder material and documents accumulated during the course of the investigation. A given case may be closed out on own motion or it may be referred to the U.S. Attorney for appropriate action. Transfer to an inactive file after the case has been		
	closed out. Destroy 5 years thereafter.		