

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2024-0003

Status: APPROVED
Date Approved: 06/12/2024

General Information

Agency or Establishment	Social Security Administration
Record/Scheduling Group	0047 - Records of the Social Security Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	OCOMM Collection of Sound Recordings and moving images (1993-2011)
Additional Schedule Information	<p>SSA's Office of Communications is responsible for the agency's national communications and public affairs programs, including planning, messaging, products, and activities. We guide and direct agency communication policies and decisions and assess the impact on the public as well as employees - we lead SSA's internal and external communications programs.</p> <p>We coordinate both English and multi-language communications. Close coordination with other agency components assists us in responding to high-priority correspondence and public inquiries. Our working relationships with interagency components, as well as a wide range of national, state, and local organizations, advocacy groups, agencies, the White House, and the media, help us provide clear, concise, and effective messages and products. We use state-of-the-art media, methods, and technology in our product and message development and distribution, and we evaluate the effectiveness of communications activities.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0047-2024-0003

Item #	Title	Disposition
0001	Audio Visual Files	Permanent

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Records Schedule Items

DAA-0047-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Audio Visual Files	
Item Description	These records consist of the audio/visual recordings, filmed by or for the Social Security Administration (SSA). The recordings are informational, promotional and ceremonial presentations that document the SSA from 1992 through 2012. They include but are not limited to: Booklets for the Blind promotional material; Survivor Benefits informational material; SSA video Reel for Kids on a Bus; Making SSA Secure; Information Video for Medicare; Compassionate Allowances Program Tapes; Commissioner Apfel's Confirmation Hearings and Swearing-in Ceremony; Hurricane Katrina and Hurricane Rita: How SS Can Help; A Message for SS Users (featuring Patty Duke and George Takai); and other related recordings. All the videos are in BETA format.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	There is no cutoff instruction	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after approval of the schedule	
ADDITIONAL INFORMATION		
Current Records Format	Analog audio records:10 cubic feet	
Approximate first year of records covered by this authority	1993	
End year of records covered by this authority	Year: 2011	
Date span of the initial transfer	From: 01/01/1993 To: 12/31/2011	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption? No

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Signatory Information

Action	User	Date
Accept	Jessica Blessman	03/27/2024
Approve	Colleen Shogan	06/12/2024