

member) who will be willing to review the record and inform the parent or guardian of its contents at the physician's or health professional's discretion. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c) and 401.55).

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and the corrective action sought, and the reasons for the correction, with supporting justification showing how the record is incomplete, untimely, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

**RECORD SOURCE CATEGORIES:**

Data contained in the SSR are obtained for the most part from the applicant for SSI and SVB payments and are derived from the Claims Folders System, 60-0089 and the Modernized Supplemental Security Income Claims System. The States and other Federal agencies such as the DVA also provide data affecting the SSR.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:**

None.

**SYSTEM NUMBER: 60-0118**

**SYSTEM NAME:**

Non-Contributory Military Service Reimbursement System, Social Security Administration, Office of the Actuary.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Social Security Administration, Office of Systems, 6401 Security Boulevard, Baltimore, MD 21235.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

A sample of beneficiaries who have noncontributory military service wage credits.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in this system consists of the beneficiary's name and claim account number (CAN) (Social Security number (SSN) plus alphabetic symbol), information concerning covered earnings, benefits and payment status.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Sections 217, 229, and 231 of the Social Security Act (42 U.S.C. 417, 429 and 431).

**PURPOSE(S):**

Data in this system are used to determine amounts to be transferred between the Old-Age, Survivors and Disability Insurance Trust Funds and the general fund of the Treasury, as required by section 217(g) of the Social Security Act.

**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 General Services Administration and the National Archives Records Administration (NARA) under 44 U.S.C. 2904 and 2906, as amended by the NARA Act of 1984, information which is not restricted from disclosure by Federal law for the use of those agencies in conducting records management studies.
3. To student volunteers, individuals working under a personal services contract, and other workers who technically do not have the status of Federal employees, when they are performing work for the Social Security Administration (SSA), as authorized by law, and they need access to personally identifiable information in SSA records in order to perform their assigned Agency functions.
4. To the Secretary of Health and Human Services or to any State, the Commissioner shall disclose any record or information requested in writing by the Secretary for the purpose of administering any program administered by the Secretary, if records or information of such type were so disclosed under applicable rules, regulations and procedures in effect before the date of enactment of the Social Security Independence and Program Improvements Act of 1994.
5. To the Office of the Actuary, Centers for Medicare and Medicaid Services (CMS), a list of Claim Account Numbers (CAN) for which it has been determined that the corresponding workers would have been uninsured in the absence of military service wage credits. CMS, using CMS data pertaining to these CANs, determines the amount to be transferred between the Hospital Insurance Trust Fund and the general fund of the Treasury under section 217(g) of the Social Security Act.

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

**STORAGE:**

Data are stored on magnetic tape and/or disc.

**RETRIEVABILITY:**

Data in the system are retrieved by the CAN (SSN plus alphabetic symbol).

**SAFEGUARDS:**

System security has been established in accordance with the Systems Security Handbook. This includes retaining all magnetic tape files in secure storage areas accessible only to authorized persons who have a need for the files to perform their assigned duties and informing all employees having access to records of the criminal sanctions for unauthorized disclosure of information about individuals. Access [http://www.socialsecurity.gov/foia/bluebook/app\\_g.htm](http://www.socialsecurity.gov/foia/bluebook/app_g.htm) for additional information relating to SSA data security measures.

**RETENTION AND DISPOSAL:**

This system is updated annually. The records are retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS(ES):**

Deputy Chief Actuary, Short-Range Estimates, Office of the Actuary, Social Security Administration, 6401 Security Boulevard, Baltimore, Maryland 21235

**NOTIFICATION PROCEDURES:**

An individual can determine if this system contains a record about him/her by writing to the system manager(s) at the above address and providing his/her name, SSN or other information that may be in the system of records that will identify him/her. An individual requesting notification of records in person should provide the same information, as well as provide an identity document, preferably with a photograph, such as a driver's license or some other means of identification. If an individual does not have any identification documents sufficient to establish his/her identity, the individual must certify in writing that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

If notification is requested by telephone, an individual must verify his/her identity by providing identifying information that parallels information in the record to which notification is being requested. If it is determined that the identifying information provided by telephone is insufficient, the individual

will be required to submit a request in writing or in person. If an individual is requesting information by telephone on behalf of another individual, the subject individual must be connected with SSA and the requesting individual in the same phone call. SSA will establish the subject individual's identity (his/her name, SSN, address, date of birth and place of birth, along with one other piece of information, such as mother's maiden name) and ask for his/her consent in providing information to the requesting individual.

If a request for notification is submitted by mail, an individual must include a notarized statement to SSA to verify his/her identity or must certify in the request that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

#### RECORD ACCESS PROCEDURES:

Same as Notification procedures. Requesters should also reasonably specify the record contents being sought. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

#### CONTESTING RECORD PROCEDURES:

Same as Notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and the corrective action sought, and the reasons for the correction, with supporting justification showing how the record is incomplete, untimely, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

#### RECORD SOURCE CATEGORIES:

Data in this system are derived from information in other SSA systems of records (e.g., the Earnings Recording and Self-Employment Income System, 60-0059, Claims Folders System, 60-0089 and the Master Beneficiary Record, 60-0090).

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

None.

#### SYSTEM NUMBER: 60-0199

#### SYSTEM NAME:

Extramural Surveys (Statistics), Social Security Administration, Deputy Commissioner for Disability and Income Security Programs.

#### SECURITY CLASSIFICATION:

None.

#### SYSTEM LOCATION:

Social Security Administration, Office of Research, Evaluation and Statistics, 6401 Security Boulevard, Baltimore, MD 21235.

#### CONTRACTOR SITES:

Addresses may be obtained by writing to the system manager.

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Samples of individuals who are current or potential recipients of benefits from Social Security and related programs; personnel administering Social Security and related programs.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Socioeconomic, demographic, medical and disability characteristics; attitudes concerning subjects such as health, work experience, and family relationships; earnings and employment history, benefits, use of medical and rehabilitative services.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 1110 and 1115 of the Social Security Act (42 U.S.C. 1310 and 1315).

#### PURPOSE(S):

The purpose of this system is to obtain information for research and statistical studies of individuals who are current or potential recipients of benefits from Social Security and related programs. When the product is in the form of micro data it is available without personal identifiers to other Social Security Administration (SSA) components for data processing and data manipulation, with appropriate safeguards.

#### 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. However, disclosure of any information defined as "return or return information" under 26 U.S.C. 6103 of the Internal Revenue Code will not be disclosed unless authorized by a statute, the Internal Revenue Service (IRS), or IRS regulations.

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

2. To a 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.

3. To the General Services Administration and the National Archives Records Administration (NARA) under 44 U.S.C. 2904 and 2906, as amended by the NARA Act of 1984, information which is not restricted from disclosure by Federal law for the use of those agencies in conducting records management studies.

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

##### STORAGE:

Data may be stored in paper form (e.g., computer printouts) and in magnetic media (e.g., magnetic tape and disc).

##### RETRIEVABILITY:

Files based on SSA sample populations are indexed by SSA-assigned case numbers or Social Security numbers (SSN). Files based on contractor sample populations are indexed by contractor-assigned case numbers which may be cross-referred to SSNs. These files are retrieved by SSN or assigned case numbers.

##### SAFEGUARDS:

Safeguards are established in accordance with the Systems Security Handbook. 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. Access [http://www.socialsecurity.gov/foia/bluebook/app\\_g.htm](http://www.socialsecurity.gov/foia/bluebook/app_g.htm) for additional information relating to SSA data security measures.

##### 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 retained only as long as needed for analysis.

Identifiers will be removed at the earliest possible time after data collection is completed. The need to retain identifiers will be evaluated at the time each survey is completed. Records with identifiers will be disposed of as soon as they are determined to be no longer needed. Means of disposal will be appropriate to the record storage medium; e.g., erasure of tapes, shredding of printouts, etc.