



Office of the Chief
Records Officer for the
U.S. Government

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October 26, 2021

Ms. Dora Blackwell
Social Security Administration
818 Altmeyer Building
6401 Security Boulevard
Baltimore, MD 21235
dora.m.blackwell@ssa.gov

Dear Ms. Blackwell,

The National Archives and Records Administration (NARA) received the Social Security Administration's (SSA) notification, on October 14, 2021, of the unauthorized disposition of SSA records.

You reported that there was an accidental loss or destruction of temporary hardcopy SSA records during a recent office move. The Annual Management Reviews for 2018-2020 were to be retained in accordance with NARA-approved records schedule NC1-047-78-20, item II.F. The Manager's Annual Audit Reports and the Third Party Draft documentation for 2015-2020 were to be retained in accordance with GRS 1.1: Financial Management and Reporting Records, item 010, but longer retention is authorized, if required for business use, by disposition authority: DAA-GRS-2013-0003-0001.

NARA understands that SSA was not able to reconstruct any of the lost records. To prevent future losses SSA will now store existing hardcopy records in a secure, locked file cabinet and will create electronic copies.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met. NARA is satisfied with the safeguards established and considers this matter closed. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'V'.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government