



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

Sent Via Email. No Hard Copy to Follow.

July 20, 2023

Dora Blackwell
Agency Records Officer
Social Security Administration
818 Altmeyer Building
6401 Security Boulevard
Baltimore, MD 21235

Dear Dora Blackwell,

The National Archives and Records Administration (NARA) received an allegation of unauthorized disposition of agency records from a private citizen. The individual alleges that during a phone interview conducted by an employee at the Social Security Administration (SSA), Syracuse, New York office, the complainant was informed that SSA Form - 455, and potentially SSA Form - 3441 BK, mailed by the complainant and received by SSA Syracuse office were accidentally shredded.

NARA requests that the SSA investigate this allegation and provide the required report within 30 days of this letter. In accordance with 36 CFR 1230.14, the report should include a complete description of the records related to this allegation, including volume and dates of the records, applicable disposition authority number, and specific details describing the unauthorized disposition incident. Additionally, please include any salvage, recovery, or restoration efforts, and safeguards that will be implemented to prevent the future unauthorized disposition of SSA records.

Thank you for your attention to this matter. If you wish to discuss further, please do not hesitate to contact me at Laurence.Brewer@nara.gov.

Sincerely,

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

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

Enclosure



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August 22, 2023

Dora Blackwell
Agency Records Officer
Social Security Administration
818 Altmeyer Building
6401 Security Boulevard
Baltimore, MD 21235


Dear Dora Blackwell,

The National Archives and Records Administration (NARA) received your report dated August 18, 2023, regarding the allegation of unauthorized disposition of agency records from a private citizen.

This report indicates that the Social Security Administration's (SSA) investigation into this allegation revealed that SSA Form - 455, and SSA Form - 3441 BK, mailed by the complainant and received by SSA Syracuse office were located in the citizen's electronic claims file. The SSA Syracuse office is in receipt of the submitted forms and will retain them in accordance with the NARA-approved records schedule N1-47-05-1.

Based on the information provided, the reporting requirements of 36 CFR 1230.14(a) have been met, this allegation is unfounded and NARA considers this matter closed. I appreciate your attention on this important matter. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,



for

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