

RECORD ACCESS PROCEDURE:

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. These access procedures are in accordance with HHS Regulations 45 CFR Part 5b.

CONTESTING RECORD PROCEDURES:

Same as notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

RECORD SOURCE CATEGORIES:

Administrative law judge, from information on incoming cases.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0009

SYSTEM NAME:

Hearings and Appeals Case Control System, HHS/SSA/OHA.

SYSTEM CLASSIFICATION

None.

SYSTEM LOCATION:

Social Security Administration, Office of Hearings and Appeals, 801 North Randolph Street, Arlington, Virginia 22203

and

each Hearing Office (see Appendix G for address information)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Claimants—title II (Retirement, Survivors and Disability Insurance); title XI (claimants subject to Professional Standards Review); title XVI (Supplemental Security Income); title XVIII (Health Insurance) and claimants for Black Lung benefits pursuant to provisions of the Federal Coal Mine Health and Safety Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

Social Security number, name, type of claim, last action on case/date, location of case (office), date of receipt, hearing request (date/type/ schedule date/ request for review date), administrative law judge, cross reference number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 205, 1631(d)(1), and 1872 of the Social Security Act, as amended, and section 413(b) of the Federal Coal

Mine Health and Safety Act, as amended.

PURPOSE(S):

The SSA Office of Hearings and Appeals uses this system to ascertain case location and status.

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 Department of Justice in the event of litigation where the defendant is:

(a) The Department of Health and Human Services (HHS), any component of HHS or any employee of HHS in his or her official capacity;

(b) The United States where HHS determines that the claim, if successful, is likely to directly affect the operations of HHS or any of its components; or
(c) Any HHS employee in his or her individual capacity where the Justice Department has agreed to represent such employee;

HHS may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected.

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

Records are maintained in paper form, on microfilm and in magnetic media (e.g., magnetic tape and magnetic disk).

RETRIEVABILITY:

The records are indexed and retrieved by use of the Social Security number.

SAFEGUARDS:

Access to and use of the records are limited to those employees whose official duties require such access. System security for the automated records has been established in accordance with the HHS Automated Data processing Manual, "Part 6, ADP System Security." This includes maintaining the records in secured enclosure attended by armed marshals. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

RETENTION AND DISPOSAL:

The records are retained until they are retired to a Federal Archives Records Center; magnetic tape records then are erased and returned to stock. Paper records are disposed of by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Commissioner, Office of Hearings and Appeals, Room 402, 3833 North Fairfax Drive, Arlington, Virginia 22203.

NOTIFICATION PROCEDURE:

An individual can determine if this system contains a record pertaining to him or her by following the instructions below:

For cases at the Appeals Council write to: Social Security Administration, Office of Hearings and Appeals, P.O. Box 2518, Washington, D.C. 20013.

For cases at the Hearing Office write to the Hearing Office at the appropriate address in Appendix G.

When requesting notification, the individual should provide his or her name, address and Social Security number. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.) These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

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RECORD SOURCE CATEGORIES:

Information in this system is obtained from claimants, representatives, appropriate members of the public, the Social Security Administration and other Federal, State and local agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

09-60-0012.

SYSTEM NAME:

Listing and Alphabetical Name File (Folder) of Vocational Experts, Medical