

HMA

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)**  
WASHINGTON, DC 20408

**1 FROM (Agency or establishment)**  
Department of Defense

**2 MAJOR SUBDIVISION**  
Office of the Secretary

**3 MINOR SUBDIVISION**  
Washington Headquarters Services, C&D, RMD

**4 NAME OF PERSON WITH WHOM TO CONFER** **5 TELEPHONE**  
Dan Cragg 703-695-0970

**LEAVE BLANK (NARA use only)**

**JOB NUMBER**  
N1-330-92-5

**DATE RECEIVED**  
6-25-92

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

**DATE** for **ARCHIVIST OF THE UNITED STATES**  
10/8/92 James W. Moore

**6 AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

**DATE** **SIGNATURE OF AGENCY REPRESENTATIVE** **TITLE**  
27May92 H. D. NEELEY *H. D. Neeley* Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of the Civilian Health and Medical Program for the Uniformed Services (OCHAMPUS)  See attached sheet	NC1-330-77-16 and NC1-330-86-2	

Copies sent to agency, NCF 10/20/92

1. 911-01 CHAMPUS, Contractor Claims Records.

These files consist of any record, paper, microform, or electronic media, acquired or used by the fiscal intermediary (FI)/contractor in the development and processing of CHAMPUS CHAMPVA claims. These records include but are not limited to: Claims (CHAMPUS claims or other forms approved by OCHAMPUS) receipts (itemized statements); medical reports (operative or daily nursing notes, lab results, etc.) authorization forms; nonavailability statements, certifications of eligibility; double coverage information; completed third party liability forms; powers of attorney (or other statements of legal guardianship); peer reviews and other correspondence that support payments to beneficiaries, physicians, and other suppliers of service under CHAMPUS.

a. Paper records that are not microfilmed.

Disposition: Close out at the end of the calendar year in which received; hold 1 additional year; transfer to the FRC; destroy after an additional 5 years.

b. Paper records that have been microfilmed.

Disposition: Destroy paper upon verification of microfilm, or as directed by OCHAMPUS.

c. Microform/Electronic Media.

Disposition: Close out at end of the calendar year in which created; hold on-site 6 additional years.

2. 911-03 Explanation of CHAMPUS Benefit Records

These files consist of explanation of CHAMPUS benefit notices (CEOBs) used to advise beneficiaries/sponsors about CHAMPUS claims. Included are forms developed locally by contractors regarding explanation of CHAMPUS benefits.

a. Paper records that are not microfilmed.

Disposition: Close out at the end of the calendar year in which issued; hold 1 additional year; transfer to the FRC; destroy after 5 years.

b. Paper records that have been microfilmed.

Disposition: Destroy upon verification of microfilm, or as directed by OCHAMPUS.

c. Microform/Electronic Media.

Disposition: Close out at the end of the calendar year in

which created; hold on-site 6 additional years.

<sup>911-07</sup>  
3. CHAMPUS Recoupment Files

These files consist of all documents used to develop and execute recoupment cases at the contractor and OCHAMPUS level. The files include: copies of CHAMPUS claim forms, correspondence and related documents, Explanations of Benefits, checks, investigative reports, court documents and other documents required to collect debts owed the government. Information from these files may be given to consumer credit agencies.

Disposition: Place in inactive file upon completion of the final action, cut off inactive file at the end of the calendar or fiscal year in which final action was taken, hold one year, transfer to FRC, destroy after 5 years.

NOTES TO APPRAISER:

a. Items 1 and 2 have accumulated in the FRC system to the extent of approximately 300,000 cubic feet of records. In time, microforming will reduce this holding to virtually nothing. It is not anticipated that non-microfilmed records will accumulate to any significant volume.

b. Item 3 consolidates 911-07.1 and .2 into one records series and proposes a uniform disposition period. OCHAMPUS states that while NC1-330-86-2 established a six-year destruction for Intermediary- and seven for OCHAMPUS-held recoupment files, experience has demonstrated there is no legal or other practical value in retaining any of these records beyond six years after cut off.