

Request for Records Disposition Authority

Records Schedule Number **DAA-0440-2012-0001**
 Schedule Status **Approved**

Agency or Establishment **Centers for Medicare & Medicaid Services**
 Record Group / Scheduling Group **Records of the Centers for Medicare & Medicaid Services**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Policy and Precedent Files**
 Internal agency concurrences will be provided **Yes**

Background Information **A pen & ink request was submitted and approved by NARA to increase the the amount of time (20 to 30 years) Policy and Precedent Files are kept at the Washington National Records Center (WNRC) before transferred to the National Archives This increased retention will allow CMS to respond timely to FOIA requests and for ongoing litigation holds This schedule is being submitted to make it media neutral**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	1

GAO Approval

Outline of Records Schedule Items for DAA-0440-2012-0001

Sequence Number	
1	Policy and Precedent Files
1.1	Recordkeeping Copy Disposition Authority Number DAA-0440-2012-0001-0001
1.2	All other copies Disposition Authority Number DAA-0440-2012-0001-0002

Records Schedule Items

Sequence Number					
1	<p>Policy and Precedent Files Media-neutral collection of information (paper, electronic and other formats) that supports the development of formal policy issuances, in responding to inquiries, and in commenting upon proposed legislation, regulations, standards, and similar documents Includes but is not limited to policy memorandums, interpretations, clarifications, and similar records which serve as precedent for future policy determinations</p>				
1 1	<p>Recordkeeping Copy Disposition Authority Number DAA-0440-2012-0001-0001</p> <p>Office responsible for preparation</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>Section 1, Item I</td> <td>CMS Records Schedule, Administrative Management Section</td> </tr> </table> <p>GRS or Superseded Authority Citation NC1-440-79-002/9</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Review files annually and transfer files which do not have continuing applicability to the local Federal Records Center</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the most recent records are 30 years old</p> <p>Additional Information</p>	Manual Citation	Manual Title	Section 1, Item I	CMS Records Schedule, Administrative Management Section
Manual Citation	Manual Title				
Section 1, Item I	CMS Records Schedule, Administrative Management Section				

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What will be the date span of the initial transfer of records to the National Archives?	Unknown This is not an initial transfer, therefore, the date span will be mixed years
How frequently will your agency transfer these records to the National Archives?	Every 5 Years
All other copies	
Disposition Authority Number	DAA-0440-2012-0001-0002
Copies maintained by other offices and/or reference copies	
Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	NC1-440-79-002/9
Withdrawn Status Explanation	Non-record These are reference/convenience copies of item 0001
Disposition Instruction	
Cutoff Instruction	Cutoff annually
Retention Period	Destroy 5 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
12/01/2011	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
02/28/2012	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
03/13/2012	Concur	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
03/13/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
03/29/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist