

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2014-0014

Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense

Record Group / Scheduling Group Records of the Office of the Secretary of Defense

Records Schedule applies to Major Subdivision

Major Subdivision Defense Health Agency

Schedule Subject TRICARE Claims and Explanation of Benefit Records

Internal agency concurrences will be provided No

Background Information TRICARE® is the health care program serving Uniformed Service members, retirees and their families worldwide. This schedule provides updates to TRICARE Contractor Claims Records, and Explanation of TRICARE Benefits Records.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0330-2014-0014

Sequence Number	
1	TRICARE Contractor Claims Records Disposition Authority Number: DAA-0330-2014-0014-0001
2	Explanation of TRICARE Benefit Records Disposition Authority Number: DAA-0330-2014-0014-0002

## Records Schedule Items

Sequence Number	
1	<p><b>TRICARE Contractor Claims Records</b></p> <p>Disposition Authority Number      DAA-0330-2014-0014-0001</p> <p>These files consist of any record acquired or used by the fiscal intermediary and/or contractor in the development and processing of TRICARE CHAMPVA claims. These records include but are not limited to: claims (TRICARE claims or other forms approved by TRICARE) receipts (itemized statements); medical reports (operative or daily nursing notes, lab results, etc.) authorization forms; non-availability statements; certifications of eligibility; double coverage information; completed third party liability (guardianship); peer reviews and other correspondence that support payments to beneficiaries, physicians, and other suppliers of service under TRICARE.</p> <p>Final Disposition                      Temporary</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?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      No</p> <p>GRS or Superseded Authority Citation      N1-330-92-05 Item 1 (FN 911-01)</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Close out at end of the calendar year in which received</p> <p>Retention Period                        Destroy 10 year(s) after cut off</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>
2	<p><b>Explanation of TRICARE Benefit Records</b></p> <p>Disposition Authority Number      DAA-0330-2014-0014-0002</p> <p>These files consist of explanation of TRICARE benefit notices TRICARE Explanation of Benefits (TEOB) used to advise beneficiaries and/or sponsors about</p>

TRICARE claims. Included are forms that are developed locally by contractors regarding explanation of TRICARE benefits.

Final Disposition Temporary

Item Status Active

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 N1-330-92-5 Item 2 (FN 911-03)

**Disposition Instruction**

Cutoff Instruction Close out at end of the calendar year in which issued

Retention Period Destroy 10 year(s) after cut off

**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
07/02/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/20/2014	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
08/28/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/28/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist