

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="384 433 893 459">TRICARE Contractor Claims Records</p> <p data-bbox="384 485 1158 510">Disposition Authority Number DAA-0330-2014-0014-0001</p> <p data-bbox="384 539 1471 864">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 data-bbox="384 890 935 916">Final Disposition Temporary</p> <p data-bbox="384 942 868 968">Item Status Active</p> <p data-bbox="384 993 839 1019">Is this item media neutral? Yes</p> <p data-bbox="384 1045 839 1071">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 data-bbox="384 1183 827 1269">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="384 1295 1240 1349">GRS or Superseded Authority Citation N1-330-92-05 Item 1 (FN 911-01)</p> <p data-bbox="384 1388 687 1414">Disposition Instruction</p> <p data-bbox="384 1446 1405 1511">Cutoff Instruction Close out at end of the calendar year in which received</p> <p data-bbox="384 1537 1199 1563">Retention Period Destroy 10 year(s) after cut off</p> <p data-bbox="384 1610 687 1636">Additional Information</p> <p data-bbox="384 1662 968 1688">GAO Approval Not Required</p>
2	<p data-bbox="384 1716 951 1742">Explanation of TRICARE Benefit Records</p> <p data-bbox="384 1767 1158 1793">Disposition Authority Number DAA-0330-2014-0014-0002</p> <p data-bbox="384 1819 1513 1886">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