

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-330-86-2

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

10-21-85

1. FROM (Agency or establishment)

Office of the Secretary of Defense

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

Washington, Headquarters Services

3. MINOR SUBDIVISION

Records Management Division (C&D)

4. NAME OF PERSON WITH WHOM TO CONFER

Norma L. Cook

5. TELEPHONE EXT.

695-0970

DATE

4/23/86

ARCHIVIST OF THE UNITED STATES

Quayle Walker
Coaling

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

October 8, 85

H. D. Neeley

H. D. Neeley

OSD Records Administrator

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Addition to OSD Administrative Instruction No. 15, "Records Management"

911-07

CHAMPUS Recoupment Files

911-07.1

Fiscal Intermediary Held Recoupment Files

(New)

These files consist of all documents used to develop and execute recoupment cases at the CHAMPUS Fiscal Intermediary 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.

Disposition

Place in inactive files upon completion of the final action, cutoff inactive file at the end of the calendar or fiscal year in which final action was taken, hold one year, and transfer to Federal Records Center. Destroy when six years old.

911-07.2

OCHAMPUS Held Recoupment Files

(New)

These files consist of all documents used to develop and execute recoupment cases at the OCHAMPUS level. The files

(Continued on next page)

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
2 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
911-08	<p>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.</p> <p><u>Disposition</u></p> <p>Place in inactive file upon completion of the final action, cutoff inactive file at the end of the calendar or fiscal year in which final action was taken, hold one year, and transfer to Federal Records Center. Destroy when seven years old.</p> <p>Fraud and Abuse Files</p> <p>These files consist of control forms, background papers, development records, external agencies' reports/letters/investigative records, FI products of processing, and Utilization Review and Medical Analysis papers, and other documents required to process fraud and abuse cases.</p> <p><u>Disposition</u></p> <p>Place in inactive file upon completion of the final action, cutoff inactive file at the end of the calendar year in which final action was taken, hold one year, and transfer to the Federal Records Center. Destroy when six years old.</p>	(New)	
911-09	<p>OCHAMPUS Litigation Files</p> <p>These files consist of OCHAMPUS' copies of documents which are forwarded to the Department of Justice for litigation cases in which CHAMPUS is a party.</p> <p><u>Disposition</u></p> <p>Place in inactive file upon finalization of the case, cutoff inactive file at the end of the calendar year in which final action was taken, hold one year, and transfer to the Federal Records Center. Destroy when six years old.</p>	(New)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

3 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
911-10	<p>OCHAMPUS Legal Opinion Files</p> <p>These files consist of records from various legal files which are maintained for legal opinion purposes only.</p> <p><u>Disposition</u></p> <p>Destroy when no longer needed for reference purposes. Do not send to FRC.</p>	(New)	