

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-330-92-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 04/13/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 3 remains active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by DAA-0330-2014-0014-0001.

Item 2 was superseded by DAA-0330-2014-0014-0002.

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<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-330-92-5	DATE RECEIVED 6-25-92
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Washington Headquarters Services, C&D, RMD			
4 NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5 TELEPHONE 703-695-0970	DATE for ARCHIVIST OF THE UNITED STATES 10/8/92	<i>James W. Moore</i>

**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 27 May 92	SIGNATURE OF AGENCY REPRESENTATIVE H. D. NEELEY <i>H. D. Neeley</i>	TITLE Records Administrator
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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.