

# INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0440-2012-0001

## Request for Records Disposition Authority

Records Schedule Number DAA-0440-2012-0001  
Schedule Status Modified Approved Version  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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

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

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## Records Schedule Items

Sequence Number					
1	<p><b>Policy and Precedent Files</b> 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><b>Recordkeeping Copy (inactive)</b></p> <p>Disposition Authority Number      DAA-0440-2012-0001-0001</p> <p>Office responsible for preparation.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                                Inactive</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; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>Section 1, Item I</td> <td>CMS Records Schedule, Administrative Management Section</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      NC1-440-79-002/9</p> <p>Inactive Status Explanation                      This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2015-0001-0001</p> <p><b>Disposition Instruction</b></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>	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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1.2	<b>Additional Information</b>	
	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
	<b>All other copies</b>	
	Disposition Authority Number	DAA-0440-2012-0001-0002
	<b>Copies maintained by other offices and/or reference copies.</b>	
	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.
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff annually.
Retention Period	Destroy 5 year(s) after cutoff	
<b>Additional Information</b>		
GAO Approval	Not Required	

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## 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 Concurrence	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

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