

## Request for Records Disposition Authority

Records Schedule Number           **DAA-0440-2012-0004**  
 Schedule Status                       **Approved**

Agency or Establishment           **Centers for Medicare and Medicaid Services**  
 Record Group / Scheduling Group **Records of the Centers for Medicare and Medicaid Services**  
 Records Schedule applies to       **Major Subdivision**  
 Major Subdivision                   **Center for Program Integrity**  
 Minor Subdivision                   **Data Analytics and Control Group**  
 Schedule Subject                     **National Database Services Tracking Analysis and Reporting System**  
 Internal agency concurrences will be provided   **Yes**

Background Information               **The National Database Services Tracking Analysis and Reporting System (NDB STARS) provides the claims, provider, and beneficiary information needed to detect fraud, waste, and abuse in the Medicare fee-for-service program. Data is extracted from various CMS systems (National Claims History, Medicare Enrollment Database, Provider Enrollment & Chain Ownership System), transformed and loaded monthly into the National Database Services Tracking Analysis and Reporting System (NDB STARS) and maintained in various tables in the Oracle database. Data includes but is not limited to: Medicare claims (Inpatient/skilled nursing facility, outpatient home health, hospital carrier and durable medical equipment), Medicare Enrollment Database (monthly report of new Medicare enrollees), Certification and Survey Provider Reports (certification information for Part A institutions, clinical laboratory provider certifications), demographic and eligibility information for suppliers of durable medical equipment (DME), prosthetics, orthotics and supplies, Part B provider data, original and adjustment records for Pharmacy events, relationship information, taxonomy codes, Medicaid, payment center, parent organization and other provider information, Railroad Retirement Board and Drug Enforcement Agency provider data, provider trading partner information on DME supplies.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0440-2012-0004

Sequence Number	
1	Master Files Disposition Authority Number DAA-0440-2012-0004-0001
2	All other "ancillary data" Disposition Authority Number DAA-0440-2012-0004-0004

## Records Schedule Items

Sequence Number	
1	<p><b>Master Files</b></p> <p>Disposition Authority Number      <b>DAA-0440-2012-0004-0001</b></p> <p><b>National Claims and Pharmacy data maintained in partitioned tables Current process Maintain for a rolling 36 months in the Oracle database All prior months data has been saved to tapes maintained at CMS (Data for NCH claims is available back to 2001 and data for pharmacy claims is available back to January 2007 On a monthly basis, a set files are zipped to one main file and, on a quarterly basis, a backup of the files is created in the directory to restore request processing by the SARS User community</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off annually</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>All other "ancillary data"</b></p> <p>Disposition Authority Number      <b>DAA-0440-2012-0004-0004</b></p> <p><b>A full replacement on a monthly basis maintained in tables in the Oracle database and covers information for providers and enrollees for the entire nation Data is separate from master file, and used to understand the data on the claim records within the master file</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p>

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?	Yes
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off annually
Retention Period	Destroy 10 year(s) after cutoff or when agency determines they are no longer needed for administrative, legal, audit or other operational purposes occurs, whichever is later
<b>Additional Information</b>	
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
03/07/2012	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
09/10/2012	Submit for Concurrency	Lisa Roberson	Appraiser	National Archives and Records Administration - Records Management Services
09/10/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/11/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/11/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist