

## Request for Records Disposition Authority

Records Schedule Number **DAA-0440-2012-0006**

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 **Agency-wide**

Schedule Subject **Learning Management System**

Internal agency concurrences will be provided **Yes**

Background Information **The Learning Management System (LMS) documents the federal training provided to surveyors for the survey and certification process of all health facilities that provide care to Medicare or Medicaid beneficiaries**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0440-2012-0006

Sequence Number	
1	Master Files Disposition Authority Number DAA-0440-2012-0006-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Master Files</b></p> <p>Disposition Authority Number      DAA-0440-2012-0006-0001</p> <p>Contains training transcripts of 56 state agency surveyors and Regional Office surveyors. System-captured data dates back to 2002 at the inception of the first LMS. Other entries were manually entered in mass data entry sessions by Central Office (CO). Data is used in reports viewed by State, Regional Offices and CO to track and assign training, verify training and eligibility for classes. Although no PII is maintained, transcripts data must be available for prolonged periods as these have been subpoenaed during legal actions and under FOIA where the surveyor (student) or State Agency has been sued by a provider and needs to protect the integrity of their expertise.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</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?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cutoff annually from the date of entry</p> <p>Retention Period      Destroy 30 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>

## 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
03/20/2012	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
06/12/2012	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
06/14/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/14/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist