

INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0440-2012-0012

Request for Records Disposition Authority

Records Schedule Number DAA-0440-2012-0012
Schedule Status Modified Approved Version
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 State Health Insurance and Assistance Program National Performance Reporting System (SHIP-NPR)
Internal agency concurrences will be provided Yes

Background Information SHIP-NPR is a performance measurement system used to manage the State Health Insurance Assistance Program (SHIP) National Performance Report (NPR) to monitor and assess customer service information efforts and develop outcome measures to assess CMS' progress in improving overall communications with beneficiaries.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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Records Schedule: DAA-0440-2012-0012

Outline of Records Schedule Items for DAA-0440-2012-0012

Sequence Number

1

Master Files

Disposition Authority Number: DAA-0440-2012-0012-0001

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Records Schedule Items

Sequence Number	
1	<p data-bbox="349 414 527 446">Master Files</p> <p data-bbox="349 468 1136 500">Disposition Authority Number DAA-0440-2012-0012-0001</p> <p data-bbox="349 521 1490 1032">Client Contact Form (CMS-10028A) – Medicare and Medicaid beneficiary name, telephone number, age group, gender, race/ethnicity, beneficiary zip code, counselor zip code, counselor user ID, date of contact, counselor and agency, beneficiary primary language, beneficiary social security disability of Medicare disability status, beneficiary dual eligible with mental illness/mental disability status, monthly income category, client asset category Public and Media Form (CMS-10028B)– Event or activity, agency code, name of presenter(s), type of activity or event, date of activity, event or group name, event address, topics discussed, target audiences Resource Report Form (CMS-10028B)- Counselors and volunteers, number of active counselors and hours, number of local coordinators/sponsors and hours, number of other paid and, volunteer staff, number of counselor training, number of active counselors with the following characteristics: counselor age, counselor gender, years of SHIP service, counselor, race/ethnicity, counselor disability, counselor speaks another language.</p> <p data-bbox="349 1053 909 1085">Final Disposition Temporary</p> <p data-bbox="349 1106 868 1138">Item Status Inactive</p> <p data-bbox="349 1159 820 1191">Is this item media neutral? Yes</p> <p data-bbox="349 1212 820 1330">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 data-bbox="349 1351 803 1436">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="349 1457 1490 1564">Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2013-0010</p> <p data-bbox="349 1606 665 1638">Disposition Instruction</p> <p data-bbox="349 1659 966 1691">Cutoff Instruction Cutoff annually</p> <p data-bbox="349 1713 1161 1744">Retention Period Destroy 7 year(s) after cutoff.</p> <p data-bbox="349 1787 665 1819">Additional Information</p> <p data-bbox="349 1840 941 1872">GAO Approval Not Required</p>

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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
07/12/2012	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
11/09/2012	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
11/15/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/15/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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