

INACTIVE ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0440-2012-0016

Request for Records Disposition Authority

Records Schedule Number DAA-0440-2012-0016
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 Major Subdivision
Major Subdivision Office of Communications
Schedule Subject Significant Program Publications / Outreach Material
Internal agency concurrences will be provided Yes

Background Information Outreach/educational publications and products created in conjunction with the mission-related functions of CMS (e.g., Medicare & You; Choosing a Doctor; Medicare Basics, etc.)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

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Outline of Records Schedule Items for DAA-0440-2012-0016

Sequence Number	
1	Official Recordkeeping Copy Disposition Authority Number: DAA-0440-2012-0016-0001
2	All Other Copies Disposition Authority Number: DAA-0440-2012-0016-0002

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Records Schedule Items

Sequence Number	
1	<p data-bbox="360 410 753 442">Official Recordkeeping Copy</p> <p data-bbox="360 461 1138 493">Disposition Authority Number DAA-0440-2012-0016-0001</p> <p data-bbox="360 512 1481 655">Official recordkeeping copy of all publications used for the dissemination of official CMS program policy to beneficiaries and other interested parties. CMS defines official recordkeeping copy as English, OR another format when English does not exist.</p> <p data-bbox="360 674 915 706">Final Disposition Permanent</p> <p data-bbox="360 725 870 757">Item Status Inactive</p> <p data-bbox="360 776 818 808">Is this item media neutral? Yes</p> <p data-bbox="360 827 818 953">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="360 972 805 1059">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="360 1078 1455 1187">Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2015-0011-0001</p> <p data-bbox="360 1221 664 1253">Disposition Instruction</p> <p data-bbox="360 1278 1414 1353">Cutoff Instruction Cutoff at the close of the calendar year in which superseded or discontinued.</p> <p data-bbox="360 1372 1110 1404">Transfer to Inactive Storage Transfer to FRC at cutoff.</p> <p data-bbox="360 1423 1455 1566">Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when most recent records are 20 years old. When official recordkeeping copy is electronic, transfer to the National Archives 1 year after cutoff.</p> <p data-bbox="360 1604 659 1636">Additional Information</p> <p data-bbox="360 1661 1032 1749">What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2009</p> <p data-bbox="360 1768 956 1855">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

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2	All Other Copies	
	Disposition Authority Number	DAA-0440-2012-0016-0002
	Includes audio versions, different languages, etc.	
	Final Disposition	Temporary
	Item Status	Inactive
	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
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2015-0011-0003
	Disposition Instruction	
3	Cutoff Instruction	Cutoff when superseded or discontinued.
	Retention Period	Destroy when superseded or discontinued, or when no longer needed for agency business, whichever is longer.
	Additional Information	
	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
08/22/2012	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
03/05/2013	Submit for Concurrence	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
03/11/2013	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/11/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/13/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/13/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/15/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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