

# INACTIVE ALL ITEMS SUPERSEDED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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Official Recordkeeping Copy</b></p> <p>Disposition Authority Number      DAA-0440-2012-0016-0001</p> <p>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>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?              Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      No</p> <p>Inactive Status Explanation              This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2015-0011-0001</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the close of the calendar year in which superseded or discontinued.</p> <p>Transfer to Inactive Storage              Transfer to FRC at cutoff.</p> <p>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><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?              From 1999 To 2009</p> <p>How frequently will your agency transfer these records to the National Archives?              Every 5 Years</p>

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Records Schedule: DAA-0440-2012-0016

2	<b>All Other Copies</b>	
	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
	<b>Disposition Instruction</b>	
	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.
	<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
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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