

# INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0440-2013-0004

## Request for Records Disposition Authority

Records Schedule Number      DAA-0440-2013-0004  
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 the Administrator  
Schedule Subject                Briefing Books for Senior Staff within the Office of the Administrator  
Internal agency concurrences will be provided    Yes

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

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Records Schedule: DAA-0440-2013-0004

## Outline of Records Schedule Items for DAA-0440-2013-0004

Sequence Number

1	Briefing Books for Senior Staff within the Office of the Administrator (inactive) Disposition Authority Number: DAA-0440-2013-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="354 421 1398 449"><b>Briefing Books for Senior Staff within the Office of the Administrator (inactive)</b></p> <p data-bbox="354 470 1130 497">Disposition Authority Number      DAA-0440-2013-0004-0001</p> <p data-bbox="354 523 1474 885"><b>Briefing books prepared daily for the Administrator, Principal Deputy Administrator, Chief of Staff, Chief Operating Officer, Deputy Chief Operating Officer, and Deputy Administrator for Innovation and Quality &amp; CMS Chief Medical Officer (or their future equivalents); as well as any staff when serving in an acting capacity for these positions. Records may contain hand written annotations. Consists of sensitive information from the White House, daily memorandum for meetings schedule for that day/week, copy of decision memorandum to be done, long term schedule, meeting agenda, follow-up action items from previous meetings, weekly compilation of highlights and significant activities focusing mostly on upcoming issues from CMS offices and regional offices.</b></p> <p data-bbox="354 906 911 934">Final Disposition                      Permanent</p> <p data-bbox="354 959 862 987">Item Status                              Inactive</p> <p data-bbox="354 1012 808 1040">Is this item media neutral?        Yes</p> <p data-bbox="354 1066 797 1183">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p data-bbox="354 1204 1016 1257">GRS or Superseded Authority Citation      N1-440-07-001/8/A</p> <p data-bbox="354 1283 1446 1389">Inactive Status Explanation        This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2015-0001-0001</p> <p data-bbox="354 1427 656 1455"><b>Disposition Instruction</b></p> <p data-bbox="354 1481 1455 1555">Cutoff Instruction                      Cutoff at the end of the calendar year, then transfer to the Washington National Records Center.</p> <p data-bbox="354 1576 1422 1640">Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff.</p> <p data-bbox="354 1683 651 1710"><b>Additional Information</b></p> <p data-bbox="354 1736 886 1821">What will be the date span of the initial transfer of records to the National Archives?      Unknown Unknown</p> <p data-bbox="354 1842 951 1927">How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p>

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	10 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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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
05/20/2013	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
03/11/2014	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
03/18/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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