

INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0440-2013-0010

Request for Records Disposition Authority

Records Schedule Number DAA-0440-2013-0010
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. Aligns with System of Record Notice, No. 09-70-0510.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0440-2013-0010

Outline of Records Schedule Items for DAA-0440-2013-0010

Sequence Number

1

Master Files

Disposition Authority Number: DAA-0440-2013-0010-0001

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Records Schedule Items

Sequence Number	
1	<p>Master Files</p> <p>Disposition Authority Number DAA-0440-2013-0010-0001</p> <p>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>Final Disposition Temporary</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>GRS or Superseded Authority Citation DAA-0440-2012-0012</p> <p>Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0440-2015-0012-0001</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after cutoff.</p> <p>Additional Information</p>

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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
08/23/2013	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
10/23/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
10/23/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/23/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/24/2013	Approve	Paul Wester	Chief Records Officer for the U.S. Government	National Archives and Records Administration - Office of the Chief Records Officer

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