

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-440-00-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-12-00</i>	
1 FROM (Agency or establishment)  Health Care Financing Administration		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION  Office of Information Services			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  Vickie Robey	5 TELEPHONE  (410) 786-7883	DATE  3-20-01	ARCHIVIST OF THE UNITED STATES  <i>John W. Carl</i>
6 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 on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  X is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. <i>OGC Review 6/13/00</i>			
DATE <b>JUN 23 2000</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arnette Barnes, Sr.</i> Arnette Barnes, Sr	TITLE DHHS Records Management Officer	

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><b><u>Y2K Project Files</u></b></p> <p><b>Records created and received by HCFA Central and Regional Office, and HCFA contractors which document the activities for Y2K compliance.</b></p> <p><b>A. Central/Regional Office Y2K records can include instructions, procedures, guidelines, requirements, waivers, reports and letters issued, letters, reports and deliverables received, hardware/software inventories, self-certification and re-certification statements, project plans, testing plans, configuration management plans, risk mitigation/contingency plans, day one reports, metrics data, test cases, test scripts, submitter/provider testing data, contingency plan validation worksheets, workgroup charters, organizing and staffing data, agenda and information from conferences, outreach material, overtime, travel and supplies costs, and</b></p>		

*SA*  
*CC: NLRAD*  
*NLRAD*  
*NR Admin 4901*

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>supplemental budget requests.</p> <p><b>DISPOSITION:</b></p> <p>(1) Paper Files: Transfer to the Federal Records Center once the Y2K certification process is completed. Destroy 7 years after the transfer.</p> <p><b>B. Contractor records include self-certification, re-certifications, test schedules, test traceability matrix, configuration checklists, contingency plan, validation test plan and procedures, final day one plan and checklist.</b></p> <p><b>DISPOSITION:</b></p> <p>(1) Paper Files: Transfer to the Federal Records Center once the Y2K certification process is completed. Destroy 7 years after the transfer.</p> <p><b>C. Videotapes of the Interoperability Meeting held in Los Angeles and Y2K contingency planning training for YCOTS in 1999.</b></p> <p><b>DISPOSITION: Destroy 7 years after the Y2K certification process is completed.</b></p>		

**D. Electronic Mail and Word Processing System Copies**

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DELETE** within 180 days after the recordkeeping copy has been produced.

*Item D by amended by Jackie Fritz via email with A. Prentice Barnes HHS 8/14/00*

② Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DELETE** when dissemination, revision, or updating is complete.