

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-440-00-5</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 the Actuary			
3. MINOR SUBDIVISION NHSG (Cathy Cowan/Art Sensening (410) 786-4880			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey	5. TELEPHONE (410) 786-7883	DATE 4-10-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. <i>OGC Review 6/13/00</i>			
DATE JUN 23 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alma L. Barnes, Sr.</i> Alma L. 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 GRS OR SUPERSEDED JOB CITATION	10.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>Matrix (MTX)</p> <p>Database system that contains the National Health Accounts Estimates and other supporting data.</p> <p>A. Data Input/Sources: Annual expenditures from health data from spreadsheets produced by the analysts in the group. Disposition: Destroy after superseded, obsolete or when no longer needed for current Agency operations.</p> <p>B. Data File: Time series estimates of the national spending on health by services and source of funds and by state and age. Disposition: Destroy/delete when superseded, obsolete or when no longer needed.</p> <p><i>See revised schedule approved on 12/12/02 by CMS AD.</i></p>		

cc: NR, NWME, NWMD, agency (8/7)

Job No. N1-440-00-5, Matrix

Matrix (MTX) is the database system that contains the National Health Accounts Estimates and other supporting data that is collected to identify all health expenditures in the nation and determine the amount and source of money used for the purchase of health related goods and services.

1. Input/Sources

Superseded by:

~~AA-GRS-2017-0003-0001~~

DATE (MM/DD/YYYY):

5/31/2017

~~1A. Paper inputs. Paper records consisting of information obtained from both public and private sources, including reports from the Bureau of the Census, American Medical Association, and Bureau of Labor Statistics. Paper inputs are used both for initially entering new data into spreadsheets and also for later periodic benchmarking of Matrix data against new releases of Economic Census data and data quality verification. Arranged by date. 13 cubic feet.~~

Disposition: **TEMPORARY.** Destroy upon verifying successful entry of data into Matrix system, or whenever no longer needed for administrative or operational purposes, whichever is later.

~~1B. Electronic inputs. Information obtained from both public and private sources, similar to those for paper inputs. Also includes spreadsheets into which analysts enter data they receive in order to load it into Matrix.~~

~~Disposition: **TEMPORARY.** Destroy after verifying successful entry into the Matrix database or when no longer needed for administrative purposes, whichever is later.~~

~~2. Data File. Accumulation of electronic data that is used to provide statistical information to track economy and forecast growth in health care expenditures. Includes data such as medical codes, source of expenditure, program, and type of service provided.~~

Disposition: **PERMANENT.** Cut off files annually. Transfer copy to the National Archives and Records Administration (NARA) on an annual basis according to the NARA regulations in 36 CFR 1228.188; transfer of machine-readable records to NARA.

~~A copy of data files for data from 1959 to the present shall be sent to NARA immediately upon approval of the schedule and according to the schedule thereafter.~~

3. Outputs.

3.A. Web Annual National Health Expenditure report. Publication of the National Health Expenditures Annual Report that is generated by the MTX system and posted on external website. Includes both text-based web pages and data files from Matrix available for download.

Disposition: **TEMPORARY.** Delete when superseded or obsolete

Superseded by Job / Item number:

Superseded by Job / Item number:

DAA-GRS-2017-0003-0002

DAA-0440-2013-0006-0001

Date (MM/DD/YYYY):

Date (MM/DD/YYYY):

5/31/2017

8/26/2013

~~3.B. Text of published versions of the Annual National Health Expenditure report.~~

~~Disposition: PERMANENT. Transfer a copy of all existing reports published in a non-Federal government publication to the National Archives with initial transfer of data files (Item 2). Thereafter, cut off annually and transfer to the National Archives with transfers of data files and other related documentation.~~

* Superseded by DAA-0440-2013-

~~3.C. Ad hoc reports. Reports generated by CMS employees that may be in paper or electronic form.~~

0006-0002
8/26/2013

~~Disposition: TEMPORARY. Delete or destroy when no longer needed for administrative purposes, or file reports with appropriate series of related records. Follow cutoff and disposition instructions for appropriate records.~~

* Superseded by DAA-GRS-2017-0003-0002

~~4. Documentation. Records required for planning, developing, operating, maintaining, and using the MTX system. Included are systems specifications, file specifications, codebooks, records layout, user guides and output specifications.~~

~~Disposition: PERMANENT. Transfer a copy to the National Archives with initial transfer of data files (Item 2) as specified in 36 CFR 1228.270. Any updates to documentation should be sent to NARA with subsequent transfers.~~

* Superseded by DAA-0440-2013-0006-0002

~~5. Backups of Files. Electronic copies of the MTX Database that are maintained in case the database is damaged or inadvertently erased.~~

~~Disposition: TEMPORARY. Delete when replaced by a subsequent backup file or upon termination or migration of the MTX system, whichever is sooner.~~

* Superseded by DAA-GRS-2013-0006-0005

~~6. E-mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.~~

~~A. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories that are used only to produce the record-keeping copy.~~

~~Disposition: TEMPORARY. Destroy/delete within 180 days after the record-keeping copy has been produced.~~

~~B. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.~~

Superseded by Job / Item number:

DAA-GRS-2017-0003-0001

Date (MM/DD/YYYY):

5/31/2017

INACTIVE - ALL ITEMS SUPERSEDED



~~Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.~~

12/12/2002

INACTIVE - ALL ITEMS SUPERSEDED