

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>AD-2310-01-02</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5/8/01</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Center for Health Plans and Providers (Kaye Riley, 410-786-5323)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey	5. TELEPHONE (410) 786-7883	DATE <i>6-25-03</i>	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>3</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. OGC Concurrence: <i>ASD</i>			
DATE MAY 18 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>APrentice Barnes, Sr.</i> APrentice 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 GRS OR SUPERSEDED JOB CITATION	10.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	<u>HCFA Common Procedures Codes (HCPCS)</u> Records of the HCFA HCPCS Workgroup Meetings, National Panel Meetings, coding requests, summaries, and determinations, alpha-numeric file for more than 2500 established codes assigned by a National Panel which describes medical procedure codes used nationwide to bill physician and supplier services for Medicare. <u>A. Meetings, Agendas, Reports and Coding Determinations</u> (1) HCFA's Workgroup - Cutoff file annually. Transfer to a Federal Records Center (FRC) when no longer needed for current Agency operations. DISPOSITION: Destroy after a total retention of 15 years. <i>revised per Jan 24, 2003 email from V. Robey</i> <i>cc DIME, DIRM, NMIC, etc. agency (8/17)</i>		

Health Care Common Procedures Codes (HCPCS)

Records of the Centers for Medicare & Medicaid Services (CMS) created and maintained for standardizing medical procedure codes used nationwide to bill physician/supplier products and services for Medicare.

1. ~~Meeting Files~~ — Consists of ~~agendas, attendees, code requests, coding determinations, recommendations, meeting summaries, notices and related records documenting the meetings and accomplishments the CMS HCPC Workgroup, National Panel, and Durable Medical Equipment Group.~~

Superseded by:

~~DAA-0440-2015-0004~~

DATE (MM/DD/YYYY):

7/13/2017

- (a) ~~Official Recordkeeping Copy maintained by HCPCS office.~~

~~DISPOSITION. Temporary. Cutoff when no longer needed for agency operations or reference. Transfer to Federal Records Center 10 years after cutoff. Destroy 15 years after cutoff.~~

- (b) Other Copies

NON-RECORD *RV*

DISPOSITION. **Temporary.** Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

2. HCPC Code Files - Requests received by CMS for alpha numeric or carrier defined codes (HCPCS coding). May contain correspondence, FDA approval letter, modification questionnaire, decision letters and related records supporting actions or requests such as videos or products.

Superseded by:

~~DAA-0440-2015-0004~~

DATE (MM/DD/YYYY):

7/13/2017

- (a) ~~Official Recordkeeping Copy of code files maintained by HCPCS office.~~

~~DISPOSITION. Temporary. Cutoff when no longer needed for agency operations or reference. Transfer to Federal Records Center 10 years after cutoff. Destroy 15 years after cutoff.~~

- (b) Other Copies

NON-RECORD

DISPOSITION. **Temporary.** Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

- (c) Video Tapes

DISPOSITION: **Temporary.** Maintain videotape while the code is under review. After review is complete, transfer the videotape to the CMS Video-Tape Library. Destroy 5 years after transfer date or when no longer needed for agency operations, whichever is sooner.

- (d) Sample Products

DISPOSITION: **Temporary.** Maintain product while the code is under review. After review is complete, dispose of 5 years after review or when no longer needed for agency business, whichever is sooner.

3. Health Care Common Procedures Codes Database – Contains all procedure codes used to bill physician and supplier services for Medicare. The HCPCS system contains three levels of code: American Medical Association (all numeric); Health Common Procedure Codes (alpha-numeric); and Carrier-defined codes that begin with W, X, Y or Z.

(a) ~~Data Input~~

(1) ~~American Medical Association (AMA) CPT-4 File – Received~~
electronically from AMA. (copyright material)

DISPOSITION: ~~Temporary~~. Destroy AMA tape one year after receipt
and data is verified.

(2) ~~HCPCS Form – Form is used to add, delete, or change procedure codes,~~
carrier defined codes, and administrative data. Includes fields such as:
procedure code, action, type of service, short description, coverage
indicator, effective date, payment indicator, and other related information.

DISPOSITION: ~~Temporary~~. Cutoff annually. Destroy 1 year after
cutoff.

(b) ~~Data File – Accumulation of electronic code data that is used to generate reports~~
on medical codes. File contains information on procedure codes, descriptions,
code action dates, and may contain applicable Medicare coverage, pricing
indicators, and other related information.

DISPOSITION. ~~Temporary~~. Destroy/delete data when superseded or obsolete,
or when system is no longer needed for agency operations.

(Also see PERMANENT Item 3(c)(1)(b), Electronic Copy of Annual Code
Summary)

(c) ~~Outputs~~

(1) ~~Public Use Version of Annual Code Summary - Alpha-Numeric Common~~
Procedure Codes only that are published yearly along with the added,
changed and discontinued codes.

← (a) ~~Paper copy.~~

DISPOSITION. ~~Temporary~~. Transfer one copy to CMS Library.
Destroy all other copies annually when superseded by new annual
code summary or no longer needed for agency business, whichever is
~~later.~~

(b) ~~Electronic copy.~~

DISPOSITION: ~~PERMANENT~~. Transfer a copy of the ~~Annual~~
Code Summary, when codes are updated ~~annually~~, to the National
Archives and Records Administration (NARA) according to the
NARA regulations in 36 CFR 1228.188: transfer of machine-readable
records to NARA.

Superseded by:

DAA-0440-2015-0004-0001

DATE (MM/DD/YYYY):

7/13/2017

Superseded by:

DAA-GKS-2017-0003-0002

DATE (MM/DD/YYYY):

5/31/2017

Superseded by:

DAA-0440-2015-0009-0001

DATE (MM/DD/YYYY):

7/13/2017

A copy of the Annual Code Summary shall be sent to NARA immediately upon approval of the schedule and according to the schedule transfer regulations.

(c) Web Publication.

DISPOSITION: **Temporary**. Delete 3 years after publication is superseded.

(2) Internal Use Version – Annual Summary that contains all levels of codes. Contains copyrighted material from AMA so it is for CMS use only.

(a) Paper - Published annually and includes updates on added, changed and discontinued codes.

DISPOSITION: **Temporary**. Destroy annually when superseded by new annual code summary or no longer needed for agency business, whichever is later.

(b) Electronic – Text file that resides on server maintained and accessed by CMS.

DISPOSITION: **Temporary**. Delete when superseded by new annual code summary.

~~(c) System Documentation – Codebooks, record layout, user guides and other technical specifications.~~

Superseded by:

DAA-0440-2015-0009-0001

DATE (MM/DD/YYYY):

7/13/2017

~~(1) Copy sent to NARA (paper and electronic).~~

~~DISPOSITION: Permanent. Transfer a copy annually to NARA along with electronic copy of Annual Code Summary (Item 3(c)(1)(b) as specified in 36 CFR 1228.270.~~

~~(2) Copies maintained for agency use (paper and electronic).~~

NON-RECORD

Superseded by:

DAA-GRS-2013-0000-0005

DATE (MM/DD/YYYY):

6/12/2014

~~DISPOSITION: Temporary. Destroy when superseded or obsolete.~~

~~(d) Backup Files – Electronic copies of the database that are maintained in case the database is damaged or erased.~~

~~DISPOSITION: Temporary. Delete when replaced by subsequent backup file or upon termination or migration of the system, whichever is sooner.~~

~~4 Electronic Mail and Word Processing System Copies~~

~~(a) 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.~~

~~DISPOSITION: Temporary. Delete within 180 days after the recordkeeping copy is made, or when copies are no longer needed, whichever is later.~~

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

~~DISPOSITION: Temporary. Destroy/delete when dissemination, revision, or updating is completed.~~

NARA 1/10/02

Superseded by job / item number:

DAA-GRS-2017-0003-0001

Date (MM/DD/YYYY):

5/31/2017