

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER: 440-02-1

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408

DATE RECEIVED: 1/23/02

1. FROM (Agency or establishment)

Department of Health & Human Services

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Centers for Medicare & Medicaid Services (CMS)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

Public Affairs Office, Media Relations Press Office (Ulric Wair, 202-690-8230) per 1/12/02 email from V. Robey

4. NAME OF PERSON WITH WHOM TO CONFER

Vickie Robey (Ulric Wair)

5. TELEPHONE

(410) 786-7883

DATE

4-10-03

ARCHIVIST OF THE UNITED STATES

J. W. Paul

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 4 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; [] is attached; or [] has been requested. OGC Concurrence: 9-01-03

DATE JUL 31 2001

SIGNATURE OF AGENCY REPRESENTATIVE

A. Prentice 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 GRS OR SUPERSEDED JOB CITATION	10.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><u>Press Release Files</u></p> <p>Documents relating to the preparation coordination, clearance and dissemination of information to any public communications media. Includes drafts, clearance comments, forms, press releases and related papers.</p> <p>DISPOSITION:</p> <p>1a <u>Record Copy of agency news releases held by the CMS Press Office.</u> PERMANENT: Transfer to the Washington National Records Center when 2 years old or when volume warrants. Offer to the National Archives when 20 years old.</p> <p>1b <u>Regional Office Press Releases.</u> Cut off at the close of the fiscal year. Destroy 5 years after cut off.</p> <p>1c <u>Regional Office Copies of Headquarters Press Releases.</u> Cut off at the close of the fiscal year. Destroy when superseded or when no longer needed for reference.</p> <p>1d <u>Other papers and copies.</u> Destroy when 2 years old.</p> <p><i>cc: NWM, NWMW, agency 8/7</i></p>		

Revised schedule per 11/12/02 email from V. Robey

INACTIVE - ALL ITEMS SUPERSEDED

Superseded by:

DAA-0440-2015-0011-0001

DATE (MM/DD/YYYY):

8/24/2017

1. Press Release Files

Documents relating to the preparation coordination, clearance and dissemination of information to any public communications media. Includes drafts, clearance comments, forms, press releases and related papers.

~~a. Record copy of Agency news releases, held by the CMS Press Office.~~

~~DISPOSITION. PERMANENT. Cut off at end of year in which it is created. Transfer to the Washington National Records Center 2 years after cut off or until volume warrants. Transfer to the National Archives 20 years after cut off.~~

~~b. All other copies~~

NON-RECORD

~~DISPOSITION. TEMPORARY. Cut off at end of year in which record is created. Destroy 2 years after cut off.~~

Superseded by job / item number:

DAA-GRS-2016-0005-0003

Date (MM/DD/YYYY):

9/6/2016

2. Daily Press Service (News Clips)

Daily compilation of articles and similar materials appearing in the press that relate to health care issues. The material is distributed for review by top-level CMS staff.

~~DISPOSITION. TEMPORARY. Cut off at end of year in which record is created. Destroy 3 years after cut off.~~

Superseded by job / item number:

DAA-0440-2015-0011-0001

Date (MM/DD/YYYY):

8/24/2017

3. News Conference File

Consists of transcripts of the Administrator's press conferences and some related background materials. Records are maintained in binders and arranged by date of press conference.

~~DISPOSITION. PERMANENT. Cut off at end of year in which record is created. Transfer to the FRC if volume warrants. Offer to NARA in blocks of 5 years, 20 years after cut off.~~

4. Publication Planning and Clearance Request Form, HHS-615

This clearance form is used for the production of any CMS publication (as defined in the Public Affairs Management Manual). Approval of this form by the Public Affairs Office is mandatory before print production may proceed.

~~DISPOSITION. TEMPORARY. Cut off at end of year in which record is approved. Destroy 5 years after cut off.~~

Superseded by job / item number:

DAA-GRS-2016-0005-0003

Date (MM/DD/YYYY):

9/6/2016

5. Electronic Mail and Word Processing System Copies

INACTIVE - ALL ITEMS SUPERSEDED

~~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.~~

Superseded by job / item number:

DAA-GRS-2017-0003-0001

Date (MM/DD/YYYY):

5/31/2017

F: 115-Press Office
Revised by NARA 11-12-02