

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-440-03-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/4/03</i>	
1. FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Centers for Medicare & Medicaid Services			
3. MINOR SUBDIVISION Office of Information Services			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey	5. TELEPHONE NUMBER <i>5/23/03</i> 410-786-7883	DATE <i>12-18-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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> 1 </u> page(s) are not needed now for the business for 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. OGC Concurrence: <i>[Signature]</i>			
DATE JUL 28 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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	Y2K Project Files (see attached)	Supersedes N1-440-00-02	
<i>Agency, NWMW</i>			

Y2K Project Files

Records created and received by CMS Central and Regional Office, and CMS contractors, which document activities for Y2K compliance.

1. Y2K Assessment, Testing, and Reporting Records.

Records maintained by CMS Central/Regional Offices and CMS Contractors (paper, electronic or both). May includes instructions, procedures, guidelines, requirements, waivers, reports and letters issued, letters reports and deliverables received, hardware/software inventories, 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 supplemental budget requests. Also includes self-certification, re-certifications, test schedules, test traceability matrix, configuration checklists, contingency plan, validation test plan and procedures, final day one plan and checklist.

DISPOSITION: Temporary. Destroy/delete 3 years after the Y2K certification process is completed.

2. Videotapes - Interoperability Meeting held in Los Angeles and the Y2K contingency planning training for YCOTS in 1999.

DISPOSITION: Temporary. Destroy 3 years after the Y2K certification process is completed.

3. 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 has been produced.

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

DISPOSITION: Temporary. Delete when dissemination, revision, or updating is completed.