

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-440-04-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2-6-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (CMS)			
3. MINOR SUBDIVISION Center for Beneficiary Choices (Julie Franklin, 410-786-8126; Chris Koepke, 410-786-5877)			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey <i>12/23/03</i>	5. TELEPHONE NUMBER (410) 786-7883	DATE <i>8/25/04</i>	ARCHIVIST OF THE UNITED STATES <i>Ann Bellardo</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 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>Alonica Drey</i> <i>11/4/04</i>			
DATE FEB 4 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>APrentice Barnes, Sr.</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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>CONSUMER RESEARCH RECORDS</u> Focus Groups and/or individual interviews conducted by the Center for Beneficiary Choices (CBC) and contractors with Medicare beneficiaries regarding various communication initiatives. Information collected is used for CBC research purposes.		
1a	<u>Consent Forms</u> - Signed by a Medicare beneficiary consenting to: the interview being audio/video taped, the information collected being for research purposes, and their names not tied to any results. DISPOSITION: Temporary. Cutoff annually. Destroy when 2 years old.	<i>revised + approved per 4/29/04 email from V. Robey, CMS RO</i>	
1b	<u>Audio/Video Tapes of Interviews with Medicare Beneficiaries.</u> DISPOSITION: Temporary. Cutoff annually. Destroy when 2 years old or when no longer needed for administrative purposes, whichever is longer.		
1c	<u>Results/Final Report</u> - Topline reports which presents a high level overview of the research findings, presentations that summarize research, and policy decisions. DISPOSITION: PERMANENT. Review files annually and transfer to the FRC those files that do not have continuing applicability. Transfer to the National Archives 20 years thereafter.		

cc Agency, NW MD, NWMW

CONSUMER RESEARCH RECORDS

Focus Groups and/or individual interviews conducted by the Center for Beneficiary Choices (CBC) and contractors with Medicare beneficiaries regarding various communication initiatives. Information collected is used for CBC research purposes.

~~1. Consent Forms - Signed by a Medicare beneficiary consenting to: the interview being audio/video taped, the information collected being for research purposes, and their names not tied to any results.~~

~~DISPOSITION: Temporary. Cutoff after report has been published. Destroy 2 years after cutoff.~~

~~2. Audio/Video Tapes of Interviews with Medicare Beneficiaries.~~

~~DISPOSITION: Temporary. Cutoff after report has been published. Destroy 2 years after cutoff.~~

~~3. Other Background Records - Records created while developing report. Files may include reference materials, drafts that are circulated for internal discussion, copies of meeting notes, briefing materials, reference papers, diagrams, data used from tables and surveys, interim reports, and other materials used to create and support results/final report file.~~

~~DISPOSITION: Temporary. Cutoff after report has been published. Destroy 2 years after cutoff or when no longer needed as background material for additional reports whichever is later.~~

~~4. Results/Final Report - Topline reports which presents a high level overview of the research findings, presentations that summarize research, and policy decisions.~~

~~DISPOSITION: PERMANENT. Cutoff after report has been published. Transfer to the FRC 2 years after cutoff. Transfer to the National Archives 20 years after cutoff or when no longer needed for agency business purposes, whichever is sooner.~~

5. ~~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.

Superseded by:

DAA-GAS-2017-0003-0001
DATE (MM/DD/YYYY):
5/31/2017

Approved by agency on April 29, 2004 per email from V. Robey, CMS RO

Superseded by job / item number:

DAA-0440-2015-0009-0003
Date (MM/DD/YYYY):
7/13/2017

Superseded by:

DAA-0440-2015-0011-0001
DATE (MM/DD/YYYY):
8/24/2017