

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-440-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-28-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 External Affairs/Visual & Multimedia Communications Group and Broadcast & Video Production Group (Kathleen Jack/Karen Parker)			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey <i>Vickie Robey</i>	5. TELEPHONE NUMBER <i>6/22/05</i> (410) 786-7883	DATE <i>6/15/06</i>	ARCHIVIST OF THE UNITED STATES <i>A. Umbarger</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 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,  <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
JUL 25 2005		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 GRS OR SUPERSEDED JOB CITATION	10.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	<b>AUDIOVISUAL RECORDS</b>  The attached schedule covers audiovisual and related records created by or for the Centers for Medicare & Medicaid Services.  OGC Concurrence: <i>Ratun M. Stanton</i> Date: <i>6/30/2005</i>		

*SA 11/11/07 Copies sent to Agency, NWMD, NWME, NWMW, NWC S*

## Audiovisual Records

Records on this schedule are to cover those created solely by the Office of External Affairs/Visual & Multimedia Communications Group and Broadcast & Video Production Group, or those placed in the digital asset management system (e.g., Media Mine). Final printed versions are the responsibility of the Center/Office for which they were developed and should be scheduled on a separate SF115 and submitted to NARA for approval.

~~1. RECORDINGS/PRODUCTIONS – Audio, video, sound, filmstrip and power point productions produced by CMS or CMS contractors.~~

a. Official speeches, press conferences, meetings, interviews, and panel discussions of the Administrator, Deputy Administrator, or other CMS officials, and associated finding aids

**Disposition:** PERMANENT. Transfer to the National Archives and Records Administration (NARA) in 5 year blocks, when no longer needed for administrative purposes, or when the oldest item is 10 years old, whichever is earlier in accordance with 36 CFR 1228.266 (c), (d) and (e), along with Item 4, Documentation.

b. Agency Video Productions (television commercials, broadcasts, advertisements, news releases, public service announcements, satellite broadcasts, CMS-sponsored training/seminars, etc.) and associated finding aids,

**Disposition:** PERMANENT. Transfer to the National Archives and Records Administration (NARA) in 5 year blocks, when no longer needed for administrative purposes, or when the oldest item is 10 years old, whichever is earlier in accordance with 36 CFR 1228.266 (c), (d) and (e), along with Item 4, Documentation.

*\* SUPERSEDED - SEE NEXT PAGES*

c. All Other Recordings – Recordings/productions that do not reflect the mission of the agency (e.g., programs acquired from outside sources, internal training programs, personnel and management training, routine staff meetings, award presentations, video news releases, and clips that do not represent the complete file, etc.) and associated finding aids.

**Disposition:** Temporary. GRS 21, Item 14 - Destroy when 1 year old or when no longer needed for administrative purposes, whichever is later.

d. Sound Recordings not described in "c." above (recordings of meetings for note taking or transcription, routine staff meetings, etc.) and associated finding aids

**Disposition:** Temporary. GRS 21, Item 22 – Destroy immediately after use.

~~2. STILL PHOTOGRAPHY – Electronic, negatives and photographs~~

a. Senior agency officials conducting activities related to the mission of the Agency including documentary photographs shot during the construction process (in 1995) of the agency's new facility and all associated finding aids.

**Disposition:** PERMANENT. Transfer to the National Archives and Records Administration (NARA) in 5 year blocks when no longer needed for administrative purposes, or when oldest item is 10 years old,

*\* SUPERSEDED - SEE NEXT PAGE*

~~whichever is earlier in accordance with 36 CFR 1228.266 (c), (d) and (e), along with Item 4, Documentation.~~

b. Digital or electronic images of senior agency officials conducting activities related to the mission of the Agency including documentary photographs shot during the construction process (in 1995) of the agency's new facility and all associated electronic or hard copy finding aids.

**Disposition:** PERMANENT. Transfer to the National Archives and Records Administration all digital images in 2 year blocks immediately after the second year of the block (Example - digital images taken in 2005-2006 should be transferred at the end of 2006). All digital images dated prior to 2005 should be sent immediately and in accordance with the transfer instructions outlined in NARA's current guidance - Transfer Instructions for Permanent Electronic Images - Digital Photographs, along with Item 4, Documentation.

*\* SUPERSEDED - SEE NEXT PAGES*

c. Routine award ceremonies, social events, and activities not related to the mission of the agency and all associated finding aids. *GRS*

**Disposition:** Temporary. GRS 21, Item 1 – Destroy when 1 year old.

### 3. GRAPHIC ARTS

a. Posters, Forms, CMS Program-Related Publications, CMS identity, brand and program marks, advertisements and marketing materials, and other final products distributed agency-wide or to the public and including associated finding aids.

**Disposition:** PERMANENT. Transfer to the National Archives and Records Administration (NARA) in 5 year blocks when no longer needed for administrative purposes, or when oldest item is 10 years old, whichever is earlier in accordance with 36 CFR 1228.266 (c), (d) and (e), along with Item 4, Documentation.

*(Supersedes NC1-440-79-2, Items 6 and 7) Per email 8/22/08  
Item applies to only the individual records in the graphic arts unit at CMS.*

b. Posters distributed agency wide or to the public and that are relevant to the agency's mission, along with associated finding aids.

**Disposition - PERMANENT.** Place NARA on the agency distribution list and send 2 copies upon printing. If no distribution list exists, the office responsible for the creation and printing should send 2 copies to NARA immediately after printing, along with Item 4, Documentation.

### ~~e. Exhibits~~

**Disposition:** Temporary. Destroy when no longer needed for administrative purposes.

d. Routine artwork for handbills, flyers, posters, letterhead and other graphics and all associated finding aids.

~~**Disposition:** Temporary. Destroy when no longer needed for publication or reprinting.~~

*\* SUPERSEDED - SEE NEXT PAGES*

4. DOCUMENTATION. Records required to plan, develop, operate or maintain electronic records (Item 1a & b, 2a & b, and 3a & b). Included are system specifications, file specifications, code books, record layout, user guides and/or output specifications.

**Disposition:** Permanent. Transfer to the National Archives with associated collection (Item 1a, 2a, or 3a). Transfer in format and media according to NARA guidance and regulations applicable at the time.

5. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

GRS 20  
Items 13+14

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 when 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 AUTHORITIES**

### **1. RECORDINGS/PRODUCTIONS**

- a. Official Speeches ...
- b. agency Video Productions ...

Superseded by job / item number:

DAA-0440-2015-0011-0002

Date (MM/DD/YYYY):

8/24/2017

### **2. STILL PHOTOGRAPHY**

- a. Senior agency officials ...
- b. Digital or electronic images ...

Superseded by job / item number:

DAA-0440-2015-0011-0002

Date (MM/DD/YYYY):

8/24/2017

### **3. GRAPHIC ARTS**

- c. Exhibits ...
- d. Routine artwork ...

Superseded by job / item number:

DAA-0440-2015-0011-0003

Date (MM/DD/YYYY):

8/24/2017