
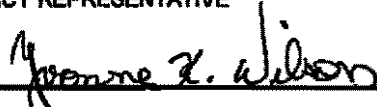


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-440-09-12	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9-22-2009	
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 and Medicaid Services (CMS)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey, CMS Records Officer	5. TELEPHONE NUMBER 410-786-7883	DATE 10/10	ARCHIVIST OF THE UNITED STATES 
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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 09/21/2009	SIGNATURE OF AGENCY REPRESENTATIVE S:// Yvonne K. Wilson 		TITLE HHS Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>CMS Retiree Drug System</u> See attached.		

Attachment to SF-115, for CMS Electronic Systems Schedule

Retiree Drug Subsidy (RDS)

A paperless enrollment and payment system designed to systematically account and disburse reimbursements to Plan Sponsors with approved applications that provide drug coverage for Medicare eligible retirees that is actuarially equivalent to Medicare part D. The system is designed to take manual and automated feeds of information from Plan Sponsors, ensure the person identified in the submitted retiree file is eligible and is not already enrolled in Medicare Part D. Upon validation, the system will automatically disburse payments from the Medicare Trust Fund via EFT to the appropriate Plan Sponsor.

The data resides on a mainframe system and is constructed with COTS software and is maintained in compliance with Privacy and CMS Security/Access Rules, Federal Information Systems Management Act, Health Insurance Portability and Accountability Act, CMS Acceptable Risk Safeguards, CMS Technical Reference Architecture.

1a. Inputs – ~~Plan Sponsor data (e.g., name, address, and EIN of Plan Sponsor, type of organization, identities of RDS Account Manager and Authorized Representative, etc.). The data includes:~~

- ~~• Application data (e.g., name of plan, start and end date of RDS plan year, name of benefit options, bank routing information, actuarial attestation, identity of designees, etc.)~~
- ~~• Initial list of retirees for which a Plan Sponsor wishes to receive subsidy (e.g., name, SSN or HICN, date of birth, etc.)~~
- ~~• Drug cost and price concession (e.g., rebate) data~~
- ~~• Requests for appeals (i.e., reconsideration requests and reopening requests)~~
- ~~• Recorded phone calls and notes.~~
- ~~• Written inquiries (hardcopy and e-mail)~~
- ~~• American Academy of Actuary membership files.~~

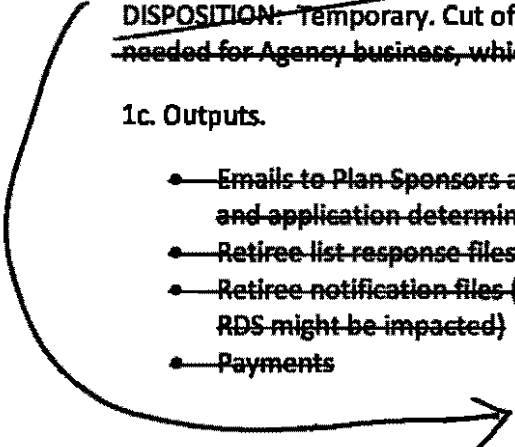
~~DISPOSITION: Temporary. Cut off annually. Delete/destroy 10 years after cutoff, or when no longer needed for Agency business, whichever is later. (GRS 20, items 2a4 and 2b)~~

~~1b. Master Files – Personal information such as, social security information, home address and phone number, payment information such as payments to plan sponsors, payroll, automated decision making, procurement, market-sensitive, inventory, other financially related systems and site operating and security expenditures.~~

~~DISPOSITION: Temporary. Cut off annually. Delete/destroy 10 years after cutoff, or when no longer needed for Agency business, whichever is later.~~

1c. Outputs.

- ~~• Emails to Plan Sponsors and other parties (e.g., reminder e-mails, confirmation e-mails, payment and application determinations, etc.)~~
- ~~• Retiree list response files~~
- ~~• Retiree notification files (sent when an event that could impact a given retiree's eligibility for RDS might be impacted)~~
- ~~• Payments~~



Superseded by Job / Item number:
DAA-0440-2015-0006-0001
 Date (MM/DD/YYYY):
8/15/2017

- ~~Education and training materials (e.g., announcements, newsletters, event documentation such as transcripts and meeting notes, RDS Secure Web Site User Guide, FAQs).~~
- ~~Guidance materials (e.g., relevant statutes, regulations, subregulatory guidance documents).~~

~~DISPOSITION: Temporary. Cut off annually. Delete/destroy 10 years after cutoff, or when no longer needed for agency business, whichever is later. (GRS 20, item 5)~~