

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-440-10-05</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/6/2010</i>	
1. FROM (Agency or establishment)  Department of Health and Human Services		<p style="text-align: center;"><b>NOTIFICATION TO AGENCY</b></p> <p>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.</p>	
2. MAJOR SUBDIVISION Centers for Medicare & Medicaid Services			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey	5. TELEPHONE NUMBER (410) 786-7883	DATE <i>5/11/11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6. AGENCY CERTIFICATION</p> <p>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,</p> <p style="text-align: center;">X is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE <i>March 15, 2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne Wilson. Yvonne W. Wilson</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 GRS OR SUPERSEDED JOB CITATION	10.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	The attached schedule is for the Centers for Medicare & Medicaid Leadership Records.		

### CMS Senior Leadership Records Schedule

(Center/Office Administrators, Consortium Administrators, Regional Administrators, Center/Office Directors, Chief Technology Officer and their Deputies)

~~1. Calendars and Daily Schedules~~

~~Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while in official capacity.~~

- ~~a. Substantive information relating to official activities not incorporated into the files.~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy when 5 years old.~~

- ~~b. Routine activities containing no substantive information~~

~~Disposition: TEMPORARY. Destroy/delete when no longer needed for convenience of reference. (Disposition Authority: GRS 23, Item 5b).~~

~~2. Telephone Logs~~

~~Files consist of lists of incoming telephone messages. May include date of call, caller's name and phone number and a brief message.~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy when 5 years old.~~

~~3. Public Appearance and Meeting Requests~~

~~Invitations received to make a public appearance and meetings.~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy when 5 years old.~~

~~4. Speech Files~~

~~Official speeches arranged by date of speech.~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy when 5 years old.~~

~~5. Conference and Public Hearing Files~~

~~Files contain information about conferences or hearings. Included are agendas, announcement of the conference and press releases.~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy when 5 years old.~~

Superseded by job / item number:

DAA-0440-2015-0002-0001

Date (MM/DD/YYYY):

8/15/2017

All items 1-5

Superseded by job / item number:

DAA-0440-2015-0002-0001

Date (MM/DD/YYYY):

8/15/2017

~~6. Itineraries of Visits~~

~~Files pertaining to speaking engagements and visits with other Department officials, town hall meetings, officials from health organizations, law firms and other private organizations.~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy 5 years after cutoff.~~

~~7. Briefing Books~~

~~Consists of weekly compilation of highlights and significant activities focusing mostly on upcoming issues from CMS offices and Regional Offices.~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy 5 years after cutoff.~~

8. Correspondence

- ~~a. Decision documents, final reports, policy determinations, etc., for signature by the Center/Office Administrators, Consortium Administrators, Regional Administrators, Center/Office Directors, Chief Technology Officer and their Deputies.~~

~~Disposition: PERMANENT. Cut off at the close of the calendar year. Hold for 5 years then transfer to a Federal Records Center. Transfer to the National Archives 20 years after cutoff.~~

- ~~b. Incoming/outgoing correspondence that pertains to substantive policy issues and program functions (e.g., plans, objective, or responsibilities).~~

~~Disposition: PERMANENT. Cut off at the close of the calendar year. Transfer to a Federal Records Center 5 years after cutoff. Transfer to the National Archives 20 years after cutoff.~~

- ~~c. Incoming/outgoing correspondence of a routine nature (e.g., request for reference services, general information about the Agency, etc.).~~

~~Disposition: TEMPORARY. Cutoff at the close of the calendar year. Destroy 5 years after cutoff.~~

Superseded by job / item number:

DAA-0440-2015-0001-0001

Date (MM/DD/YYYY):

11/22/2016

Superseded by job / item number:

DAA-0440-2015-0002-0001/0002

Date (MM/DD/YYYY):

8/15/2017

Superseded by job / item number:

DAA-GRS-2016-0005-0002

Date (MM/DD/YYYY):

9/16/2016