

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-440-10-05</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		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey	5. TELEPHONE NUMBER (410) 786-7883	DATE <i>5 Apr 11</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>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.			
DATE <i>March 15, 2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson. <i>Yvonne X. 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 GRS OR SUPERSEDED JOB CITATION	10.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

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-GRS-2016-0005-0002

Date (MM/DD/YYYY):

9/14/2016

Superseded by Job / Item number:

DAA-0440-2015-0002-0001/0002

Date (MM/DD/YYYY):

8/15/2017