

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-440-10-06</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>23 April 2010</i>	
1. FROM (Agency or establishment) Department of Health and Human Services (HHS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE NUMBER 410-786-7883	DATE <i>14 Dec 10</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>1</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 April 12, 2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i> Yvonne K. Wilson		TITLE Department Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	General Inquiries/Correspondence See attached.		

Routine Inquiries/Correspondence

These files accumulate as a result of a wide-range of correspondence, inquiries and complaints from beneficiaries, providers, etc., that are received by CMS headquarters, regional offices, and Medicare contractors. May include items received by mail (paper), fax, email, or via the CMS website's "Ask a Question" online portal. This schedule is submitted as media neutral. CMS components and/or regional offices may decide to keep the official recordkeeping copy within an electronic system (e.g., Medicare Administrative Issues Tracking and Reporting of Operations (MAISTRO) . The disposition instructions below are for the recordkeeping copy, whether paper or electronic. These inquiries do not include any correspondence related to a claim file; to congressional offices; or on behalf of the White House, Administrator, or Secretary.

Where correspondence is required to document a specific claim, reconsideration, appeal, or similar case, destroy in accordance with the instructions for Medicare claims records (Disposition Authority: N1-440-04-3). When correspondence is in response to a Congressional inquiry or on behalf of the White House, Administrator or Secretary, follow the disposition instructions for correspondence (Disposition Authority: N1-440-07-1, Item 9).

~~1. Inquiries/Correspondence that may require additional research staff or time; Official Recordkeeping Copy, Response Required: TEMPORARY. Destroy 5 years after the date of the response to the correspondence, or when no longer needed for Agency business, whichever is longer.~~

~~2. Inquiries/Correspondence Files that require little effort on the part of CMS staff for response; Official Recordkeeping Copy, Response Required: TEMPORARY. Destroy 2 years after the date of the response to the correspondence, or when no longer needed for Agency business, whichever is longer.~~

~~3. Inquiries/Correspondence Files, No Response Required: TEMPORARY. Destroy 3 months after the date of the incoming correspondence, or when no longer needed for Agency business, whichever is longer.~~

Superseded by job / item number:

DAA-GRS-2016-0005-0002

Date (MM/DD/YYYY):

9/16/2016

Superseded by job / item number:

DAA-GRS-2013-0007-0001

Date (MM/DD/YYYY):

2/26/2015

Superseded by job / item number:

DAA-GRS-2017-002-0001

Date (MM/DD/YYYY):

5/22/2017