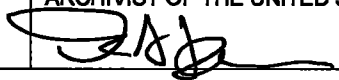
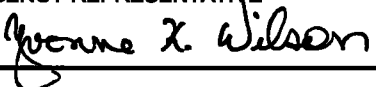


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-440-11-01	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3 FEBRUARY 2011	
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY In accordance 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Operations Management/MOG/PMD (Michael Barron, (410) 786-2109; Kathleen Jack, (410) 786-7214); OOM/Awards Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey, CMS Records Officer	TELEPHONE NUMBER (410) 786-7883	DATE 1/31/11	ARCHIVIST OF THE UNITED STATES 
1. 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"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
1/31/2011 SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson 		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 GRS OR SUPERSEDED JOB CITATION	10.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	Suggestion and Idea Information Exchange Files		

CMS Suggestion Program: Incentive/Performance Awards/Suggestion and Idea Exchange Information Files

Suggestions submitted by CMS employees relative to internal operations and/or general policy. Includes entire suggestion program, whether paper or electronic. This currently includes the online "Idea Factory" blog, where employees can utilize an online forum to propose ideas, and get immediate comments from employees working throughout CMS, including regional offices. Employees can post comments and vote for their favorite ideas. If an idea is a top-vote getter and shows promise, the person who proposed it gets to present it to senior leadership and/or work on a team to implement it.

1. EMPLOYEE SUGGESTIONS:

1(a) Media-neutral collection of information (paper or electronic, including social media) that support the exchange of information within the Agency documenting employee suggestions, awards, and onsite agency activities/awards ceremonies. Includes but not limited to: correspondence, pilots, electronic forums, electronic submissions, blogs, direct key-stroke entries into system screens maintained in the management of suggestions and forms designed to collect data about the respective programs.

~~DISPOSITION: TEMPORARY. Cut off annually. Destroy/delete 2 years after cutoff.~~

Superseded by:

DAA-0140-2015-0002-0002

DATE (MM/DD/YYYY):

8/15/2017

2. EMPLOYEE AWARD FILES:

General awards records, EXCLUDING those relating to department level awards.

2(a) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency sponsored cash and noncash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance.

Destroy 2 years after approval or disapproval. (NC1 64 77 10 item 12a1)

2(b) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.

Destroy when 2 years old. (NC1 64 77 10 item 12a2)

(GRS 1, item 12)