

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-440-91-1

DATE RECEIVED

2-25-91

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Health Care Financing Administration

3. MINOR SUBDIVISION

Facilities Management Branch, FOS

4. NAME OF PERSON WITH WHOM TO CONFER

Vickie Robey

5. TELEPHONE EXT.

FTS 646-7883

DATE

7/19/91

ARCHIVIST OF THE UNITED STATES

[Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE

2/20/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: Alexander Banna, Jr.]

D TITLE

HHS Records Management Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

1

Contained within Section 6202 of the Omnibus Budget Reconciliation Act of 1989 was a requirement for a data match between the Internal Revenue Service, the Social Security Administration and HCFA. After conducting the match, HCFA is required to contact identified employers concerning potential situations where Medicare may be a secondary payer to employer sponsored group health coverage. Questionnaires will be in hard copy format and include case files, employer records and the data match, and will be forwarded to the New Jersey Federal Records Center by Group Health Incorporated (a contractor selected by HCFA) for over a 2-year period at approximately 350 cubic feet of records per month.

DISPOSITION: Cutoff files at the end of the calendar ~~year~~ ^{month}. Transfer to the FRG. Destroy 6 years and 3 months after cutoff.

a) electronic image (recordkeeping copy) - scanned data match questionnaire (DMQs) images + electronic data sets (optical disks, diskettes, and tape cartridges of the electronic filing). No additional information is being collected from the DMQs. DISPOSITION: See above

b) paper copy - TEMPORARY. Destroy 4 months after electronic image of data match questionnaire is created and verified. Copies sent to agency, NCF, NN-W, NNT 7/23/92

per 12/24/03 email from V. Robey CMS dha

12/24/02 email from V. Robey, CMS