

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>d. <u>Program Correspondence, Analyses, Reports, Evaluations, Non-Compliance Actions.</u> Cutoff annually and transfer to the FRC. Destroy 7 years after cutoff.</p>		
3	<p><u>HMO GRANTEE DEVELOPMENT FILES</u></p> <p>These files consist of feasibility, planning, initial development, and expansion grant applications for funds to develop an organization into a qualified HMO. A file would typically consist of application for funds, specialists reports, notice-of-grants awards, audit reports, progress reports, consultants' reports, reviews, grantee site visit reports and related correspondence. The files include such material as whether the organization became a qualified HMO.</p> <p><u>DISPOSITION:</u> Cutoff and transfer to the FRC when file is closed and is no longer needed for day-to-day program operations. Destroy 10 years after cutoff.</p>	<p>N1-440-93-4 Item 4</p>	
4	<p><u>SERVICE AREA EXPANSION FILES</u></p> <p>These files consist of material for complete service area expansion documentation. The Files include application related material, Guidelines, specialists reports, reviews, approvals, site visits, notes and other required correspondence.</p> <p><u>DISPOSITION:</u></p> <p>a. Records dated 1987 through 1993:</p> <ol style="list-style-type: none"> 1. Office of Record - Cut off annually and transfer to the FRC. Destroy 10 years after cutoff. 2. Other Offices - Destroy when no longer needed for day-to-day program operations. <p>b. Records dated 1994 to present:</p> <p>File with the Official Application File (See N1-440-93-4, Item 1a)</p>	<p>N1-440-87-2 Item 4</p> <p>10</p>	

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
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Administration
FPMR (41 CFR) 101-11.4

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5	<p>E-Mail, Electronic Word Processing Documents</p> <p>Documents created or received in the transaction of Agency business deemed appropriate as evidence of HCFA's organization, policies, decisions, operations or other activities because of the information value of the data in them.</p> <p>DISPOSITION: Destroy ^{30 days} immediately after a recordkeeping copy is produced. SA 3/12/99</p> <p>V. Robey Concurs.</p> <p>f: 115 file: hmo-115</p>		