

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec NCD 75 Feb 8 1980*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Health Care Financing Administration

2. MAJOR SUBDIVISION  
Division of General Services

3. MINOR SUBDIVISION  
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
~~XXXXXXXXXXXX~~ Fred Brickenkamp

5. TEL. EXT  
48710

**LEAVE BLANK**

JOB NO  
NC1-440-80-2

DATE RECEIVED  
2-25-80

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Date \_\_\_\_\_ Archivist of the United States \_\_\_\_\_

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>2/15/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Kirkner</i> William F. Kirkner	E. TITLE HCFA Records Officer
---------------------------	--	----------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<del>Interchange of Research Experts Files</del> Case files on foreign and U.S. research experts who are participating in interchange fellowship programs under PL 86-610, PL 480, and similar Public Laws. The case files contain reports, itineraries, and correspondence with Fellows, Federal agencies, American Embassies, and public and private agencies, schools and others.  Eligible for destruction 10 years after the case is closed. Transfer to FARC 1 year after case is closed. Destroy 9 years thereafter.	NN 172-25 #5	WITHDRAWN
2	<del>International Participant Files</del> Case files on foreign training participants who are studying social welfare and health insurance programs in the United States in programs planned by HCFA. The case files contain reports, itineraries, and correspondence with the participants, Federal agencies, international organizations, public and private welfare agencies, schools and others.  Eligible for destruction 10 years after case is closed. Transfer to FARC 1 year after case is closed. <del>Destroy 9 years thereafter.</del>	NN 172-25 #6	WITHDRAWN

**Request for Records Disposition Authority -- Continuation**

JOB NO.  
NN 172-25

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><del>Legislative Records</del></p> <p>A. Legislation Case Files on public and private laws. Resolutions, reports, working papers, copies of laws, and other material relating to the laws.</p> <p>Permanent. Transfer to Federal Archives and Records Center after adjournment of the second successive subsequent Congress. Offer to National Archives when 20 years old. Files arranged by program and subject matter. Annual volume: 3 cu. feet.</p> <p>B. Draft Legislation Case Files. Correspondence, reports, working papers, and related material concerning legislation which has not been introduced as a bill in the House or Senate.</p> <p>Transfer to FARC after adjournment of the second successive subsequent Congress. Destroy when 20 years old.</p>	<p>NN 172-25 #7</p>	<p>WITHDRAWN</p> <p>WITHDRAWN</p>
4	<p><u>Public Inquiry Name Files</u></p> <p>Letters, together with copies of replies referred from the offices of the President, Congressmen, and Government agencies or received directly from persons requesting general information on HCFA programs which cannot be answered except through personalized correspondence.</p> <p>Break file at end of each year. Dispose of when <u>1</u> year old.</p>	<p>NN 172-25 #11</p>	<p>WITHDRAWN</p>
5	<p><u>State Compliance Hearings</u></p> <p>Records consisting of correspondence, briefs, moves, and official hearing dockets (bound) pertaining to States' plans practices and procedures which are not in conformity with Federal provisions, arranged by State.</p> <p>Permanent. Retain for 5 years and transfer to Federal Archives and Records Center. Offer to National Archives when 15 years old. Filed alphabetically by State. Annual volume: 5 cu. feet.</p>	<p>NN 172-25 #13</p>	<p>WITHDRAWN</p>
6	<p><u>State Grant Dockets</u></p> <p>Quarterly reports from States, territories and possessions, of estimated and actual expenditures for programs approved under Title XIX of the Social Security Act, as amended; computations of amounts certified for grants; and related correspondence</p>	<p>NN 172-25 #14</p>	<p>WITHDRAWN</p>

## Request for Records Disposition Authority—Continuation

JOB NO  
NN 172-25

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7	<p><del>Break files at the end of each fiscal year.</del> Retain for 3 years and transfer to Federal Archives and Records Center. Destroy when 10 years old.</p> <p><u>State Grant Ledgers and Cash Tables</u></p> <p>Ledgers showing quarterly and annual grants, and cash tables showing cumulative grants to States, territories and possessions for programs approved under Title XIX of the Social Security Act, as amended.</p> <p>Permanent. Break file at the end of each fiscal year. Retain for 3 years and transfer to Federal Archives and Records Center. Offer to National Archives when 10 years old.</p>	NN 172-25 #15	WITHDRAWN
8	<p><u>Statistical Reports</u></p> <p>A. State and local reports submitted by public welfare agencies containing statistical data and other information on HCFA programs approved under Title XIX of the Social Security Act, as amended.</p> <p>Eligible for destruction after 5 years. Break file at the end of each calendar year. Retain for 2 years and transfer to FARC. Destroy when 5 years old.</p> <p>B. Comprehensive statistical reports on HCFA's programs compiled from State and local reports.</p> <p>Office responsible for compiling report: Eligible for destruction after 10 years. Retain reports for 3 years. Transfer to FARC. Destroy when 10 years old.</p>	NN 172-25 #16	WITHDRAWN
9	<p><u>Policy and Reference Files</u></p> <p>Copies of correspondence, other documents, and directives maintained as precedent locator file.</p> <p>Destroy when superseded or obsolete.</p>	NN 172-28 #3	WITHDRAWN
10	<p><u>State Plans File</u></p> <p>Material submitted by each State, territory and possession pertaining to State administration of medical assistance grants-in-aid programs under Title XIX of the Social Security Act, as amended consisting of State laws,</p>	NN 172-28 #6	WITHDRAWN

**Request for Records Disposition Authority—Continuation**

JOB NO.  
NN 172-28

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>Attorney Generals' opinions, draft and approved medical assistance plans developed by the States, formal transmittals, plans maintenance data, and related material. As portions of the plans are changed the superseded materials are withdrawn and filed as obsolete material in the same order as filed in the State plan. For each State there is the current plan material and earlier material showing its evolution. This file is basic for a study of the operations of the medical assistance program in the States.</del></p> <p>A. <u>Record Copy of State Plans File</u> Transfer obsolete or superseded plan materials to Federal Archives and Records Center after 3 years. Destroy when 20 years old.</p> <p>B. <u>Duplicate or Loan Set of State Plans</u> Dispose of plan materials 2 years after they are superseded or obsolete.</p> <p>C. <u>Other copies of State Plans</u> Dispose of when 1 year old.</p> <p>D. <u>Control Records</u> These forms are prepared by State agencies as transmittal sheets listing new and revised plan materials citing superseded portions, and indicating filing point.  Associate with record copies of State Plans Files and follow appropriate disposition instructions for those files.</p>		<p><b>WITHDRAWN</b></p> <p><b>WITHDRAWN</b></p> <p><b>WITHDRAWN</b></p> <p><b>WITHDRAWN</b></p>