

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-440-85-1	DATE RECEIVED 4-1-85
1 FROM (Agency or establishment) Health Care Financing Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Administrative		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Management Services			
4 NAME OF PERSON WITH WHOM TO CONFER Reba D. Henighan		5 TELEPHONE EXT FTS 934-8712	DATE 7-31-85
6 CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>Frank B. Burke</i>	

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 2 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 3/25/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	D TITLE Department Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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.	<p><u>HCFA Regional Office Medicaid Records</u></p> <p><u>System Performance Review (SPR) Files on Mechanized Claims Processing Medicaid Management Information System (MMIS)</u></p> <p>The SPR is used for MMIS reapproval/disapproval and funding decisions. The Regional Office shall maintain a separate SPR file for each State MMIS in the region. Each SPR file shall contain all workpapers, worksheets, review documentation, reports, correspondence, and other records relating to the annual review of each State's MMIS. The information retained shall fully document the Regional Office review findings and support Regional Office recommendations to Central Office on the reapproval/disapproval and funding for each State's MMIS.</p> <p>Disposition: A. <u>Reapproval</u></p> <p>If the review results in reapproval of a State MMIS cut off the active file on December 31 after the end of the fiscal year under review. Retain in inactive file. Destroy 1 year after cut off.</p>	NCI-440-82-4/25	

4 items

115-108 *Copy to Agency 2 Aug 85*

B. Disapproval

1. If the review results in disapproval of a State MMIS with reduction in Federal Financial Participation (FFP) and the State appeals to the Grant Appeals Board, cut off active file upon completion of all actions and final resolution of all issues which arose from it or on December 31 after the end of the next subsequent fiscal year under review, whichever is later. Retain in inactive file. Destroy 2 years after cut off.
2. If the review results in disapproval of a State MMIS with reduction in FFP but the State does not appeal to the Grant Appeals Board, cut off the active file on December 31 after the end of the next subsequent fiscal year under review. Retain in inactive file. Destroy 2 years after cut off.
3. If the review results in disapproval of a State MMIS but without reduction in FFP; e.g., State was granted a waiver for good cause or a waiver due to circumstances beyond its control, follow the retention and disposition procedures stated in paragraph B.2 above.

~~C. SPR Files Needed for Litigation, Claims, Negotiation, Audit, or Other Actions~~

~~Do not destroy files need for litigation, claims, negotiation, audit, or actions started before the expiration of the 3-year period referred to in paragraphs B.1. through B.3. above. The record copies of the SPR files used for these purposes shall be retained and destroyed in accordance with the appropriate disposition authorities; e.g., Department of Health and Human Services, Department of Justice, and General Accounting Office.~~

WITHDRAWN