

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-440-85-2	DATE RECEIVED 4-1-85
1. FROM (Agency or establishment) Health Care Financing Administration		NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION Administrative Office of Management Services			
3. MINOR SUBDIVISION Records and Mail Management Section			
4. NAME OF PERSON WITH WHOM TO CONFER Reba D. Henighan	5. TELEPHONE EXT. FTS 934-8712	DATE 7-3-85	ARCHIVIST OF THE UNITED STATES <i>Frank J. Burke</i>
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 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 <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
FF 1.	<p style="text-align: center;"><u>Medicare Beneficiary Correspondence Files</u></p> <p>Those files that accumulate as a result of inquiries and complaints received by Central Office, Regional Offices, and intermediaries and carriers and do not include any correspondence that is related to a claim file.</p> <p>Disposition: Destroy 3 months after the date of the response to the correspondence. If a response is not required, the material will be destroyed three months after the date of the correspondence.</p>	NCI-440-79-1	<i>1 item</i>