

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2012-0006**
Schedule Status **Approved**

Agency or Establishment **Department of Justice**
Record Group / Scheduling Group **General Records of the Department of Justice**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Justice Management Division**
Minor Subdivision **Budget Office**
Schedule Subject **Health Care Fraud and Abuse Control Program**
Internal agency concurrences will be provided **No**

Background Information **Documentation used to gather information for the Health Care Fraud and Abuse Control program (HCFAC) This documentation can include but is not limited to correspondence, statistics and reporting data, information relating to the Health Insurance Portability and Accountability Act of 1996, and information related to the HCFAC annual report**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0006

Sequence Number	
1	HCFAC Program Certification and Agreement Disposition Authority Number DAA-0060-2012-0006-0001
2	Center for Medicare and Medicaid Services/Department of Justice Interagency Agreements Disposition Authority Number DAA-0060-2012-0006-0002
3	HCFAC Program Allocation Memo Disposition Authority Number DAA-0060-2012-0006-0003
4	HCFAC Annual Reports Disposition Authority Number DAA-0060-2012-0006-0004

Records Schedule Items

Sequence Number	
1	<p>HCFAC Program Certification and Agreement</p> <p>Disposition Authority Number DAA-0060-2012-0006-0001</p> <p>Program Certifications document the certification by the Department of Health and Human Services (HHS) and Department of Justice (DOJ) of the amounts required to fund the HCFAC program. The files include but are not limited to a copy of the one-page letter that is signed by DOJ (Assistant Attorney General for Administration) and HHS. Program Agreements document the amount each Department will receive in HCFAC funding, per the total referenced in the Program Certification Agreement. Agreement files include, but are not limited to a copy of the one-page letter that is signed by DOJ (Deputy Assistant Attorney General for Administration/ Controller) and HHS.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Center for Medicare and Medicaid Services/Department of Justice Interagency Agreements</p> <p>Disposition Authority Number DAA-0060-2012-0006-0002</p> <p>Records documenting the Interagency Agreements (IAAs) between DOJ and the Center for Medicare and Medicaid Services (CMS) for mandatory and discretionary HCFAC funding, that is provided to DOJ by CMS on a reimbursable basis. The files include but are not limited to a copy of each signed IAA.</p> <p>Final Disposition Temporary</p>

3	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	HCFAC Program Allocation Memo	
	Disposition Authority Number	DAA-0060-2012-0006-0003
	Records documenting the allocation memos to the DOJ HCFAC components, their HCFAC funding levels, as provided for in the signed IAA. The allocation memos are signed by the Deputy Assistant Attorney General for Administration/Controller and are sent to each HCFAC Component (Criminal Division, Executive Office for the U S Attorneys, Civil Rights Division, Civil Division, Justice Management Division, and the Federal Bureau of Investigation). The files include but are not limited to a copy of each signed allocation memo.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	No	
Disposition Instruction		
Cutoff Instruction	Cut off at the end of the fiscal year.	
Retention Period	Destroy 7 year(s) after cutoff	
Additional Information		

4	GAO Approval	Not Required
	HCFAC Annual Reports	
	Disposition Authority Number	DAA-0060-2012-0006-0004
	Annual reports to congress detailing healthcare fraud prevention activities and the amounts deposited and appropriated to the Medicare Trust Fund, along with the source of such deposits. These annual reports are published jointly by both DOJ and HHS	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic only
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 7 year(s) after most recent cutoff
	Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 1997 To 2006	
How frequently will your agency transfer these records to the National Archives?	Every 5 Years	

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
01/13/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
01/17/2012	Return for Revision	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
01/17/2012	Submit For Certification	Curt Francisco	Records Manager	JMD - OoRMP
01/17/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
09/18/2012	Return for Revision	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
04/11/2013	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
04/11/2013	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
11/04/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
11/12/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/14/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/20/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist