

Request for Records Disposition Authority

Records Schedule Number DAA-0047-2012-0003
Schedule Status Modified Approved Version

Agency or Establishment Social Security Administration
Record Group / Scheduling Group Records of the Social Security Administration
Records Schedule applies to Major Subdivision
Major Subdivision Deputy Commissioner for Retirement and Disability Policy
Minor Subdivision Office of Disability and Income Security Programs
Schedule Subject Medicare Claim File
Internal agency concurrences will be provided Yes

Background Information Medicare Claim files are covered by the Social Security Administration (SSA) Privacy act system of records entitled Claims Folder System, system number #09-60-0089. SSA published a revised version of the Claims Folder System in the Federal Register on April 1, 2003 (68 Fed. Reg. 15784).

The schedule provides authoritative instructions for the retention and destruction of material related to Title XVIII of the Social Security Act, regardless of the media of the materials. A Medicare claim file record refers to "Medicare Part A or Part B only claims" (no Social Security benefit entitlement) or "Medicare Part D claims" processed by SSA. This schedule grants authority for the disposition of existing and future claim file records.

The "Medicare only" claim file record may contain material related to the request for or continuation of Medicare related to the request for or continuation of Medicare related entitlement and/or benefits under Medicare hospital (Part A) and/or Medicare medical insurance (Part B). The "Medicare Part D" claim file record may contain material related to the Medicare Prescription Drug (Part D) Low Income Subsidy. Items in the claim file record may include but are not limited to applications, supporting documentation, award/denial notices, and appeal information. Applications involving entitlement to disability insurance benefits, including those based on blindness, will also include disability related information including documentation of the disability determination, supporting medical development and evidence, new medical material received after a medical decision

has been made, continuing disability reviews, and other disability evidence.

Medicare information in the claim file record will be used throughout SSA to determine initial and continuing entitlement to each part (i.e., Part A, Part B, and Part D) noted above, including all appeals of such determinations.

A claim file record may include part or all information related to an individual claim number consistence with the particular business process. For example, based on a given business process, a particular claim may have two claim file records for the same claim. One claim file record may contain initial claim material while another claim file record contains post eligibility material. Additionally, claim file records created for different potential time frames may be combined or joined together for business reasons. When this occurs, the combined "claims file record" will be maintained for the longest applicable retention timeframe.

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-0047-2012-0003

Sequence Number	
1	A. Claim File Material
1.1	2. Medicare Prescription Drug (Part D) Subsidy Disposition Authority Number: DAA-0047-2012-0003-0002

Records Schedule Items

Sequence Number	
1	A. Claim File Material
1.1	2. Medicare Prescription Drug (Part D) Subsidy
	Disposition Authority Number DAA-0047-2012-0003-0002
	[[See, e.g., 20 CFR 418.3101.] decision for an application that results in the applicant's not being eligible (e.g., the application was denied, terminated, or canceled). Note: If the applicant shares an application with another applicant (i.e., the applicant's SSN is included on a joint application), then destroy the claim file record when all shared applications are eligible for destruction.
	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
	GRS or Superseded Authority Citation N1-047-08-001 / B/2/A N1-047-08-001 / B/2/B
	Disposition Instruction
	Retention Period Destroy 7 year(s) after the agency's final eligibility decision
	Additional Information
	GAO Approval Not Required

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
04/16/2012	Certify	Joyce Huber	Records Officer	Budget and Financial Management - Office of Document Management
05/14/2012	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
05/24/2012	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/24/2012	Submit for Concurrency	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
05/31/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/31/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2012	Approve	Paul Wester	Chief Records Officer for the U.S. Government	National Archives and Records Administration - Office of the Chief Records Officer