

REQUEST FOR RECORDS DISPOSITION AUTHORITY		11-47-05-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/14/05	
1 FROM (Agency or establishment) Social Security Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Publications and Logistics Management			
3 MINOR SUBDIVISION Center for History, Library and Records Management			
4. NAME OF PERSON WITH WHOM TO CONFER Bobbi Kagen, SSA Records Officer	5 TELEPHONE NUMBER 1-410-965-5555 Fax 1-410-966-1704	DATE 9/2/05	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</i>
6 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 on the attached <u>5</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3/10/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bobbi Kagen</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS Medicare Claim File Office of Origin: Office of Disability and Income Security Programs (ODISP) Social Security Administration 6401 Security Boulevard Baltimore, MD 21235-6401 Scheduling Authority: Social Security Administration Deputy Commissioner for Finance, Assessment and Management Center for History, Library & Records Management Bobbi Kagen, SSA Records Officer Room 1501 Annex Building 6401 Security Boulevard Baltimore, MD 21235-6401 1-410-965-5555		

SA 9/19/05 sent copies to Agency, NARA E, NARA W, NR

I. Medicare Claim File Records

The schedule provides authoritative instructions for the retention and destruction of material related to Title XVIII of the Social Security Act regardless of media of the materials. A Medicare claim file record refers to “Medicare only claims” (no Social Security benefit entitlement), or “Medicare Part D claims” processed by SSA. It 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 entitlement and/or benefits under Medicare hospital (Part A) and/or medical coverage (Part B). The Medicare Part D claim file record may contain material related to Medicare Prescription Drug (Part D) low income subsidy. Items in the claim file 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 will be used throughout SSA for purposes of determining initial and continuing entitlement to each part noted above including all appeals of such determinations.

Disposition Instructions

A. Inputs

Delete/destroy after recordkeeping copy has been placed in the claim file and verified.

B. Claim File Material

1. Medicare Only Claims for Hospital Insurance (Part A) and/or Medical Insurance (Part B)

a. Entitlement based on disability

(1) The person attains age 65;

or

(2) The medical reexamination date is scheduled to occur after attainment of full retirement age

Delete/destroy the claim file record 7 years after the date of latest allowance award of Part A contained in the record if the criteria noted above are met.

NOTE: The claim file record for a person placed in suspense will not be destroyed until the suspense is lifted. Delete/destroy the claim file record 7 years after the date the suspense is lifted if the rules in B 1 a. apply.

b. Entitlement based on age

Delete/destroy the claim file record 6 years after the date of the latest allowance award contained in the record.

NOTE: The claim file record for person placed in suspense will not be destroyed until the suspense is lifted. Delete/destroy the claim file record 6 years after the date the suspense is lifted if the rules in B.1.b apply.

c. Entitlement based on End-Stage renal Disease (ESRD)

Delete/destroy the claim file 6 years after the data of the latest allowance contained on the record

d. Entitlement denied or terminated

Delete/destroy the claim file record in accordance with the following:

(1) Medical reasons

Delete/destroy the claim file record 5 years after the Agency's final denial or termination decision.

(2) Non-Medical reasons

Delete/destroy the claim file record 2 years after the Agency's final denial or termination decision

(3) ESRD

Delete/destroy the claim file record 2 years after termination of ESRD coverage

2. Medicare Prescription Drug (Part D) Subsidy

a Entitlement for assistance

(1) Identifying information such as name, SSN, and date filed.

Delete/destroy after the record is denied/terminated as described in B.2.b.

(2) Information in record other than noted in B 2.a.(1).

Delete/destroy 6 years after the date of the final determination (initial, appeal or redetermination, as appropriate)

b Entitlement for assistance denied or terminated

Delete/destroy 2 years after the Agency's final denial or termination decision.

C. Outputs

a. Data Feeds to other SSA System(s)

Verify feed and follow disposition instructions for related system(s)

b Ad hoc Reports

Delete/destroy when no longer needed to conduct business.

c. Correspondence, Notices and Receipts

File with or link to individual claim file, follow disposition instructions of related claim file record.

D. Systems Documentation

Those documents that provide a narrative description of the electronic system, physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position, and a description of the form of the data (such as alphabetic, zoned decimal, packed decimal, or numeric); or a data dictionary or the equivalent information associated with a database management system, including a description of the relationship between data elements in databases; and any other technical information needed to read or process the records. Systems documentation may include such items as manuals and software update documentation.

Cut off when the system is superseded and/or replaced - Delete/destroy 2 years after cutoff or when no longer needed for reference, whichever is later.

E. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule Also includes electronic copies