REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION
   Social Security Administration

3. MINOR SUBDIVISION
   Bureau of Health Insurance

4. NAME OF PERSON WITH WHOM TO CONFER
   Charles D. Smith

5. CERTIFICATE OF AGENCY REPRESENTATIVE
   I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of ___ pages are proposed for disposal for the reason indicated: ("X" only one)

   A. The records have ceased to have sufficient value to warrant further retention.

   B. X The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

   12-9-74

   (Signature of Agency Representative)

   (Title)

   SSA Records Officer

   Date Archivist of the United States

7. ITEM NO | 8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN
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I. | PROVIDER HEARING FILES | | |

The Bureau of Health Insurance (BHI) is responsible for making determinations as to whether providers of services meet the conditions for participation in the Medicare program. A provider who is dissatisfied with an unfavorable determination is entitled to a hearing before an administrative law judge of the Bureau of Hearings and Appeals (BHA). These files contain documents which are used by BHI at the hearing to support its initial determination. Included are copies of provider inspection reports, correspondence, and other records relating to provider operations. Pertinent documents become part of the official hearing file retained by BHA.

Transfer to the Social Security Administration Records Holding Area after completion of BHA hearing on the case. Hold for 2 years and then transfer to a Federal Records Center. Destroy after 5 years in the FRC.