

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 18 AUG 1973	JOB NO.
DATE APPROVED	174-36
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
8-21-73 DATE	<i>James E. O'Neill</i> ACTING ARCHIVIST OF THE UNITED STATES

*RG 47
2 items*

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

Arthur J. Benner

5. TEL. EXT. 301
594-5771

6. 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 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.

8/10/73 (Date)
Engel J. Russ, Jr.
for Russell O. Hess (Signature of Agency Representative)

Dept. Records Mgt. Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p><u>PROVIDER CERTIFICATION FILES - BHI/SSA Headquarters</u></p> <p>Documents relating to the survey and certification of suppliers and providers of service. Included are official certification and transmittal forms, survey report forms, utilization review plans, provider agreements, transfer agreements, plans of correction, civil rights compliance forms, intermediary designation and tie-in notices, certification letters, and various forms and correspondence used in the certification process with respect to individual facilities. Excluded from this definition are surveyor's notes, rough copy survey report forms, and other workpapers which are merged into and superseded by a final product.</p> <p><u>Participating Facilities</u></p> <p>j. Retain indefinitely All requests to establish eligibility and all certification and transmittal forms, intermediary designation, tape-record correction, and rate designation. <i>Destroy 10 years after termination of Provider, J.L.W. 17 Aug. 1973</i></p> <p>k. Retain the two most recent recertification survey report forms and related documentation.</p> <p>Destroy superseded material (i.e., survey report forms and related correspondence pertaining to older certification actions) after 3 years.</p> <p><i>Disposal is approved pending GAO concurrence.</i> <i>J.L.W.</i> <i>14 Aug. 1973</i></p>	<p><i>J.L.W.</i> <i>14 Aug. 1973</i></p> <p><i>183 IN</i> <i>NN-172-1-3</i></p>	