

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2015-0001
Schedule Status Approved

Agency or Establishment Office of Personnel Management
Record Group / Scheduling Group Records of the Office of Personnel Management
Records Schedule applies to Major Subdivision
Major Subdivision Health and Insurance
Minor Subdivision National Healthcare Operations
Schedule Subject Records of the Office of National Healthcare Operations
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0478-2015-0001

Sequence Number	
1	Multi-State Plan (MSP) External Review Case Files Disposition Authority Number: DAA-0478-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Multi-State Plan (MSP) External Review Case Files</p> <p>Disposition Authority Number DAA-0478-2015-0001-0001</p> <p>These records support the activities of the Office of Personnel Management (OPM) in conducting external review of adverse benefit determinations by Multi-State Plan (MSP) issuers. The files include, but are not limited to, the enrollee's request for review; claim history and other claim documentation, including laboratory, radiology and operation reports; the reconstructed medical file from the health insurance company; consolidated notes and reports; nurse review and determination; independent review organization research, review and determination; final determination; letter to the enrollee; and other documentation pertaining to the MSP External Review Case File.</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? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at final decision.</p> <p>Retention Period Destroy 6 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
02/02/2015	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
05/29/2015	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist