

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="375 410 1073 449">Multi-State Plan (MSP) External Review Case Files</p> <p data-bbox="375 463 1154 495">Disposition Authority Number DAA-0478-2015-0001-0001</p> <p data-bbox="375 517 1511 853">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 data-bbox="375 868 927 906">Final Disposition Temporary</p> <p data-bbox="375 921 862 959">Item Status Active</p> <p data-bbox="375 974 829 1012">Is this item media neutral? Yes</p> <p data-bbox="375 1027 829 1151">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 data-bbox="375 1166 829 1257">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="375 1293 678 1332">Disposition Instruction</p> <p data-bbox="375 1347 1097 1385">Cutoff Instruction Cut off at final decision.</p> <p data-bbox="375 1400 1179 1438">Retention Period Destroy 6 year(s) after cutoff.</p> <p data-bbox="375 1474 678 1513">Additional Information</p> <p data-bbox="375 1527 959 1566">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