

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0478-2017-0006**  
Schedule Status                 **Modified Approved Version**

Agency or Establishment        **Office of Personnel Management**  
Record Group / Scheduling Group **Records of the Office of Personnel Management**  
Records Schedule applies to    **Agency-wide**  
Schedule Subject                 **Health Claims Data Warehouse Program (HCDW)**  
Internal agency concurrences will be provided    **No**

Background Information            **Once approved by the Archivist of the United States, this schedule will provide disposition authority for records created and maintained by the Health Claims Data Warehouse (HCDW) Program, managed by the U.S. Office of Personnel Management (OPM).**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0478-2017-0006

Sequence Number	
1	Health Claims Records Disposition Authority Number: DAA-0478-2017-0006-0001
2	HCDW Reports Disposition Authority Number: DAA-0478-2017-0006-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Health Claims Records</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0006-0001</b></p> <p>These records support the activities of the Health Claims Data Warehouse Program in analyzing health claims from OPM health benefits programs for the purpose of assisting the management and administration of those programs. These records include, but are not limited to, enrollment information, such as the names, addresses, and Social Security Numbers of enrollees and dependents in the Federal Employee Health Benefits Program (FEHBP); medical claims, pharmacy data, and provider data; and related documentation.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>DAA-0478-2014-0005-0002</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at the end of the fiscal year.</b></p> <p>Retention Period                      <b>Destroy 30 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>HCDW Reports</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0006-0002</b></p> <p>These records include, but are not limited to, analyses and reports based on data in the Health Claims Data Warehouse, substantive background information, and other related materials.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p>

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	DAA-0478-2014-0005-0003
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off when superseded or obsolete.
Retention Period	Destroy 30 year(s) after cutoff
<b>Additional Information</b>	
GAO Approval	Not Required

## 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
04/27/2017	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
07/12/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/19/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/19/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist