

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-148-13-1	Date Received 10/15/12
1 From (Agency or establishment) Medicare Payment Advisory Commission (MedPAC)		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 Major Subdivision			
3 Minor Subdivision			
4 Name of Person with whom to confer Rachel J Macias	5 Telephone (include area code) 202 220 3733	Date 25 Feb 2013	Archivist of the United States

6 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative 	Title Executive Director	Date (mm/dd/yyyy) 10/15/12
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Please see attached		

Section One: Permanent records

1. Reports to the Congress

Final copies of MedPAC's March and June reports, required by Congress, and any additional reports produced during the year at the request/mandate of Congress

PERMANENT Cut off annually (end of the calendar year) Transfer to the National Archives five (5) years after cutoff

2. Congressional Testimony

Final copies of written testimony given before Congress (including Congressional committees) by MedPAC's chairman or executive director

PERMANENT Cut off annually (end of the calendar year) Transfer to the National Archives five (5) years after cutoff

3. Comment Letters

Formal MedPAC comments on proposed Medicare regulations or other policy documents issued by the Centers for Medicare and Medicaid Services (CMS) Formal MedPAC comments on Medicare-related reports issued by CMS or other federal agencies or non-governmental organizations, when directed by the Congress to make such comments

PERMANENT Cut off annually (end of the calendar year) Transfer to the National Archives five (5) years after cutoff

4. Records Related to Public Meetings

Final versions of meeting agendas, issue briefs, presentation slides, and transcripts

PERMANENT Cut off annually (end of the calendar year) Transfer to the National Archives five (5) years after cutoff

5. Other Official Publications

Press releases, annual Data Books, and complete sets of Medicare Basics and Payment Basics documents

PERMANENT Cut off annually (end of the calendar year) Transfer to the National Archives five (5) years after cutoff

6. Executive Correspondence

Incoming and outgoing official correspondence of the Executive Staff (Executive Director, Deputy Director, and Assistant Director)

PERMANENT Cut off annually (end of the calendar year) Transfer to the National Archives five (5) years after cutoff

Section Two: Temporary records

1. Drafts of Written Publications

Draft copies of chapters in MedPAC's March and June reports to the Congress, and any additional reports produced during the year at the request / mandate of Congress Drafts of annual Data Books, and sets of Medicare Basics and Payment Basics documents Drafts of written testimony given before Congress (including congressional committees) by MedPAC's chairman or executive director Drafts of formal MedPAC comments on proposed Medicare regulations or other policy documents issued by the Centers for Medicare and Medicaid Services (CMS) Drafts of formal MedPAC comments on Medicare-related reports issued by CMS or other federal agencies or non-governmental organizations, when directed by the Congress to make such comments

TEMPORARY Cut off annually (end of the calendar year) in which publication is finalized Destroy one (1) year after cutoff, or when no longer needed for Agency business whichever is longer

2. Records related to public meetings

Draft versions of meeting agendas, issue briefs, presentation slides, and transcripts Meeting packets prepared for MedPAC's commissioners in advance of public meetings

TEMPORARY Cut off annually (end of the calendar year) in which final version is approved Destroy one (1) year after cutoff, or when no longer needed for Agency business, whichever is longer

3. Working papers, research reports, or other information that directly supports the production of analytic work in MedPAC's public presentations and reports to the Congress

These include copies of any documents cited as references in MedPAC's published reports such as peer-reviewed publications, policy documents from provider groups, other government reports, *et cetera*

TEMPORARY Cut off annually (end of the calendar year) in which presentation/report is finalized Destroy one (1) year after cutoff, or when no longer needed for Agency business, whichever is longer

4. Staff Correspondence

Incoming and outgoing official correspondence of staff below Executive level

TEMPORARY Cut off annually (end of the calendar year) in which correspondence is sent/received Destroy one (1) year after cutoff, or when no longer needed for Agency business, whichever is longer

5. Website records

~~Those records related to the MedPAC website not covered by the GRS (operational and design records) or other portions of this schedule~~

TEMPORARY Delete when superseded or obsolete

~~ITEM WITHDRAWN~~
~~SAC~~