

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-148-15-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment) Medicaid and CHIP Payment and Access Commission (MACPAC)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ricardo Villeta	5. TELEPHONE NUMBER 202-350-2005	DATE 8 March 15	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 ___ page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11/17/14	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Deputy Director Operations, Finance, and Management
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records of the Medicaid and CHIP Payment and Access Commission (MACPAC) 2011 – Present</p> <p>MACPAC is a non-partisan, Federal agency charged with providing policy and data analysis to the Congress on Medicaid and the Children's Health Insurance Program (CHIP), and for making recommendations to Congress and Secretary of the Department of Health and Human Services, and the states on a wide range of issues affecting these programs. The 17 commissioners are appointed by the U.S. Comptroller General.</p> <p>The Commission conducts independent policy analysis and health services research on key Medicaid and CHIP topics, including eligibility, enrollment, benefits, payment, access to care, quality of care, interactions of Medicaid and CHIP, the health care system; and data development to support policy analysis and program accountability.</p> <p>As required by statute, the Commission submits reports to Congress by March 15 and June 15 of each year. The Commission's reports provide Congress with a better understanding of the</p>		

Medicaid and CHIP programs, their roles in the U.S. health care system, and key policy and data issues.

1.

Reports to Congress

March 15 and June 15 final reports to Congress, required by statute, and any additional reports produced during the year at the request of Congress.

Volume: Approximately 1.0 linear inch annually.

PERMANENT. Cut off annually (end of each calendar year). Transfer to the National Archives 15 years after cut off.

2.

Congressional Testimony

Final copies of written testimony given before Congress (including Congressional committees) by MACPAC chairman or executive director.

PERMANENT. Cut off annually (end of each calendar year). Transfer to the National Archives 15 years after cut off.

3.

Comment Letters

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

PERMANENT. Cut off annually (end of each calendar year). Transfer to the National Archives 15 years after cut off.

4.

Records related to public meetings

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

PERMANENT. Cut off annually (end of each calendar year). Transfer to the National Archives 15 years after cut off.

5.

Official Publications

Publications produced by MACPAC, including press releases, newsletters, brochures, informational bulletins, Data Books, MAC Basics, and MAC Facts, etc.

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PERMANENT. Cut off annually (end of each calendar year). Transfer to the National Archives 15 years after cut off.

6. Executive Correspondence

Incoming and outgoing official correspondence of the Chair, vice-chair, executive director, and deputy director.

PERMANENT. Cut off annually (end of each calendar year). Transfer to the National Archives 15 years after cut off.

7. General Program Correspondence

Files consist of general correspondence created or received regarding routine program issues such as general letters to the public, and memoranda, etc.

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

8. Drafts of Written Publications

Draft copies of chapters in MACPAC March and June reports to Congress, and any additional reports produced during the year at the request of Congress, drafts of annual Data Books, and sets of MAC Basics and MAC Facts, drafts of written testimony given before Congress (Including Congressional committees), by MACPAC chairman or executive director, drafts of formal MACPAC comments on proposed Medicare regulations or other policy documents issued by the Centers for Medicare and Medicaid Services (CMS), drafts of formal MACPAC comments on Medicaid-related reports issued by CMS or other Federal agencies or non-governmental organizations.

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

9. Records related to public meetings

Draft versions of meeting agendas, issue briefs,

presentation slides, and transcripts. Meeting packets prepared for MACPAC's commissioners in advance of public meetings.

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

10. **Working papers, research reports, or other information that directly supports the production of analytic work in MACPAC's public presentations and reports to Congress.** These include copies of any documents cited as references in MACPAC's published reports such as peer-reviewed publications, policy documents from provider groups, other government reports, etc.

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