NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Request for Records Disposition Authority

Records Schedule: DAA-0440-2012-0012

Request for Records Disposition Authority

Records Schedule Number

DAA-0440-2012-0012

Schedule Status

Modified Approved Version

Agency or Establishment

Centers for Medicare and Medicaid Services

Record Group / Scheduling Group

Records of the Centers for Medicare and Medicaid Services

Records Schedule applies to

Agency-wide

Schedule Subject

State Health Insurance and Assistance Program National

Performance Reporting System (SHIP-NPR)

Internal agency concurrences will

be provided

Yes

Background Information

SHIP-NPR is a performance measurement system used to manage the State Health Insurance Assistance Program (SHIP) National Performance Report (NPR) to monitor and assess customer service information efforts and develop outcome measures to assess CMS' progress in improving overall communications with beneficiaries.

Item Count

•			Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0440-2012-0012

Outline of Records Schedule Items for DAA-0440-2012-0012

Sequence Number	
1	Master Files
	Disposition Authority Number: DAA-0440-2012-0012-0001

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0440-2012-0012

Records Schedule Items

Sequence Number

1 Master Files

Disposition Authority Number DAA-0440-2012-0012-0001

Client Contact Form (CMS-10028A) — Medicare and Medicaid beneficiary name, telephone number, age group, gender, race/ethnicity, beneficiary zip code, counselor zip code, counselor user ID, date of contact, counselor and agency, beneficiary primary language, beneficiary social security disability of Medicare disability status, beneficiary dual eligible with mental illness/mental disability status, monthly income category, client asset category Public and Media Form (CMS-10028B)— Event or activity, agency code, name of presenter(s), type of activity or event, date of activity, event or group name, event address, topics discussed, target audiences Resource Report Form (CMS-10028B)—Counselors and volunteers, number of active counselors and hours, number of local coordinators/sponsors and hours, number of other paid and, volunteer staff, number of counselor training, number of active counselors with the following characteristics: counselor age, counselor gender, years of SHIP service, counselor, race/ethnicity, counselor disability, counselor speaks another language.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Do any of the records covered by this item exist as structured

electronic data?

No

Yes

Inactive Status Explanation This item is inactive because it was superseded by

New Disposition Authority Number:

DAA-0440-2013-0010

Disposition Instruction

Cutoff Instruction Cutoff annually

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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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	Ву	Title	Organization
07/12/2012	Certify	Victoria Robey	Records Officer	Office of Strategic Operations and Regulatory Affairs - Issuances and Records Management Group
11/09/2012	Submit for Concur rence	Sean Curry	Senior Records Ana lyst	National Archives and Records Administration - Agency Services
11/15/2012	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
11/15/2012	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
11/19/2012	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist