

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-440-04-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-22-2004</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Centers for Medicare & Medicaid Services			
3 MINOR SUBDIVISION Office of Financial Management (Michele Bayne, 401-786-7671)			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey <i>Vickie Robey</i>	5 TELEPHONE NUMBER <i>2/5/04</i> (410) 786-7883	DATE <i>4-21-04</i>	ARCHIVES OF THE UNITED STATES WITHDRAWN
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 <u> 2 </u> 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"/> X is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE MAR 19 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>APrentice Barnes, Sr.</i> APrentice Barnes, Sr	TITLE DHHS Records Management Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	MEDICARE PREMIUM BANK STATEMENTS (See attached). OGC Concurrence <i>Moussa Daou</i> Date <u>3/10/04</u>		
WITHDRAWN			
<i>cc Agency (2), NARA</i>			

MEDICARE PREMIUM BANK STATEMENTS

1a Bank statements that reflect all daily deposits, credits, debits and return items processed through the Medicare premium collection center wholesale and retail operations for direct bill beneficiaries

DISPOSITION: Temporary. Cutoff at the end of each fiscal year. Destroy 6 years and 3 months after cutoff.

1b Electronic Mail and Word Processing System Copies

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION Temporary. Delete when 180 days after the recordkeeping copy has been produced

1c Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION Temporary. Delete when dissemination, revision or updating is completed.

WITHDRAWN