

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED DEC 13 1974	JOB NO.
DATE APPROVED	NC - 47-75-12

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION

Social Security Administration

3. MINOR SUBDIVISION

Bureau of Health Insurance

4. NAME OF PERSON WITH WHOM TO CONFER

Charles D. Smith

5. TEL. EXT.

594-5770

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-14-75 *James B. Rhoads*  
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12-9-74

(Date)

*Charles D. Smith*

(Signature of Agency Representative)

SSA Records Officer

(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
I.	<p><u>PROVIDER HEARING FILES</u></p> <p>The Bureau of Health Insurance (BHI) is responsible for making determinations as to whether providers of services meet the conditions for participation in the Medicare program. A provider who is dissatisfied with an unfavorable determination is entitled to a hearing before an administrative law judge of the Bureau of Hearings and Appeals (BHA). These files contain documents which are used by BHI at the hearing to support its initial determination. Included are copies of provider inspection reports, correspondence, and other records relating to provider operations. Pertinent documents become part of the official hearing file retained by BHA.</p> <p>Transfer to the Social Security Administration Records Holding Area after completion of BHA hearing on the case. Hold for 2 years and then transfer to a Federal Records Center. Destroy after 5 years in the FRC.</p>		

PL  
1/13/75  
Copy to Field & Agency 11/14/75