

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Health, Education and Welfare

2. MAJOR SUBDIVISION

Social Security Administration

3. MINOR SUBDIVISION

Provider Reimbursement Review Board

4. NAME OF PERSON WITH WHOM TO CONFER

George S. Yamamura

5. TEL. EXT.

45770

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 3 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.

3/23/77

(Date)

Engene J. Reed, Jr.
for Russell O. Hess

(Signature of Agency Representative)

Dept. Records Mgt. 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 REIMBURSEMENT REVIEW BOARD FILES</u></p> <p><u>ADMINISTRATIVE FILES</u></p> <p>A. <u>Instruction Files</u></p> <p>Manuals, directives, handbooks, and other formal policy and procedural issuances prepared by the Board. Included are the Provider Reimbursement Review Board Manual and similar material.</p> <p>Final copy of Manual and related materials.</p> <p>1. Permanent. Transfer to the Federal Records Center (FRC) at the close of the calendar year in which superseded or discontinued. Offer to NARS when administrative value</p> <p>2. Supersessions and recisions. Destroy when no longer ends.</p> <p>B. <u>Instructions Background Files</u></p> <p>Records accumulated in the preparation, clearance, and publication of manuals, directives, handbooks, and other formal policy and procedural issuances. Included are studies, clearance comments, recommendations and similar records which provide a basis for publication and contribute of the issuance.</p> <p>Destroy when superseded or discontinued. Do not send to FRC.</p> <p>C. <u>Record Files</u></p> <p>Copies of outgoing communications, arranged in</p>		

INSTRUCTIONS

General Instructions: Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

Specific Instructions:

Entries 1, 2, and 3 should show *what* agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to *whom* inquiries regarding the records should be directed.

Entry 6 should show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

Box A should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

Box B should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3-IV-105; and the completed form thus marked is a schedule.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate *what office's records* are involved *if* all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the *types of records* involved *if* they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the *series of records* that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

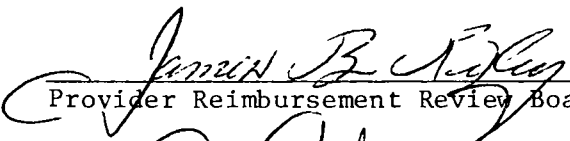
A statement should be provided showing *when* the records were produced or *when* disposal is to be made of the records, thus:

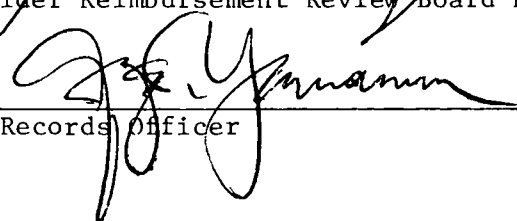
If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

Entry 9 should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

Entry 10 should be left blank.


Provider Reimbursement Review Board Representative


SSA Records Officer

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>chronological order, relating to the functions of the Board. Copies of correspondence relating to specific hearing cases are contained in the hearing record case file.</p> <p>Destroy after 3 years.</p>		
II. <u>HEARING FILES</u>			
	<p>A. <u>Hearing Record Case Files</u></p> <p>Case files containing documents accumulated in the hearing process. Included are the provider's request for a hearing, provider position papers, fiscal intermediary position papers, cost reports, notice of hearing, hearing transcripts, hearing decision by the Board, and related documents. Hearing decisions may be reviewed by the Secretary of HEW, and provider may seek judicial review of unfavorable decisions.</p> <p>Transfer to the FRC 3 years after the year in which there was a dismissal or final decision.</p> <p>Destroy after 6 years' total retention.</p>		
	<p>B. <u>Executive Officer Hearing Record Case Files</u></p> <p>Duplicate copies of hearing record case files, accumulated by the Executive Officer of the Board, used for review of the case development and final decision by the Board.</p> <p>Destroy 3 years after dismissal or final decision.</p>		
	<p>C. <u>Working Hearing Record Case Files</u></p> <p>Nonessential working papers accumulated and retained by the staff members developing the hearing case. Included are worksheets, notes, and similar documents.</p> <p>Destroy 3 years after dismissal or final decision.</p>		
	<p>D. <u>Hearing Record Card Files</u></p> <p>A 5 by 8 inch card file recording the status of each hearing record case file. Card records such information as the name of the provider and fiscal</p>		

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	<p>intermediary and whether the case is active, has been dismissed, or a hearing decision rendered.</p> <p>Destroy 6 years after dismissal or final decision.</p> <p>E. <u>Extra Copy Transcript Files</u></p> <p>Files consisting of duplicate copies of hearing transcripts. An original copy of the transcript is retained with the hearing record case file.</p> <p>Review file annually and destroy copies which no longer have continuing value.</p>		