

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-184-09-2</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/12/09</i>	
1 FROM (Agency or establishment) Railroad Retirement Board		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Programs			
3 MINOR SUBDIVISION Office of Policy and Systems			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Charles Mierzwa	(312) 751-3363	<i>6/10/09</i>	
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>9</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 type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>6-10-2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles Mierzwa</i> Charles Mierzwa		TITLE RRB Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
(1-16)	Railroad Retirement Board Medicare Records (comprehensive)	NCI 184-89-3 Item 10-5 & 10-6	

**RRB RECORDS SCHEDULE 18
MEDICARE**

The Railroad Retirement Board (RRB) administers various provisions of the Medicare program for qualified railroad retirement beneficiaries (QRRBs). The RRB's responsibilities include enrollment of QRRBs for Medicare, collection of Medicare premiums and establishment of Medicare jurisdiction. These responsibilities require coordination and data exchanges between the RRB, the Social Security Administration, and the Centers for Medicare & Medicaid Services. The RRB also is responsible for all activities involving the RRB's Part B carrier, a private company contracted to process Part B claims for QRRBs enrolled in the Original Medicare plan.

Records used by the RRB in the administration of the Medicare program are maintained in various component offices in the Office of Programs, including Operations and Policy and Systems.

18-1 Medicare, Information, Recorded, Transmitted, Edited and Logged (MIRTEL) File

The MIRTEL file contains the official case records of all qualified railroad retirement beneficiaries with Medicare entitlement. The file contains detailed information about each eligible aged and disabled QRRB and deemed QRRB, including entitlement dates, enrollment and termination information, premium amounts and premium collection status, state buy-in information, Medicare Advantage Part B premium reduction information, and income-related monthly adjustment amount (IRMAA) information.

1. a) Master File

PROPOSED DISPOSITION: Records are terminated when the beneficiary dies or loses QRRB status. Destroy/delete terminated records 18 months from last activity date (when the beneficiary dies or loses QRRB status).

2. b) Generational Datasets of the MIRTEL master

PROPOSED DISPOSITION: Destroy/delete when 60 days old, and next subsequent MIRTEL update processing has been updated successfully.

NARA Authority NEW

MIRTEL INPUTS

Scheduled per GRS 20, item 2c.

18-2 Income related Monthly Adjustment Amount (IRMAA) Files

Annual and monthly files received from the Social Security Administration containing records of determinations on beneficiaries subject to payment of income-related monthly adjustment amounts for their Medicare Part B coverage.

PROPOSED DISPOSITION: Destroy/delete annual and monthly files when 3 years old.

NARA Authority NEW

18-3 Parts C and D Plan Enrollment Files

Monthly files received from Centers for Medicare & Medicaid Services containing records of enrollments and dis-enrollments in Medicare Advantage plans with Part B premium reductions for enrollees.

PROPOSED DISPOSITION: Destroy/delete files when 24 months old.

NARA Authority NEW

RRB RECORDS SCHEDULE 18
MEDICARE



18-4 **State Buy-In Files** *Scheduled per GRS 20, item 2c.*
Monthly files received from the Centers for Medicare & Medicaid Services containing records of state-buy-in accretions and deletions

PROPOSED DISPOSITION: Destroy/delete when 12 months old

NARA Authority NEW

18-5 **Medicare Premium Payment Bank Files**
Daily files received from the financial institution with contractual responsibility for operating the Medicare premium payments lockbox. The files contain records of Part B premium payments for beneficiaries on direct billing

PROPOSED DISPOSITION: Destroy/delete files when 25 business days old

NARA Authority NEW

18-6 **Enrollment Control RRB Update Transaction (ECRUT) Files**
Daily files received from the Social Security Administration containing records of the results of processing of the RRB's Post Entitlement System (PSSRB) files. The file contains records showing that either the SSA Master Beneficiary Records (MBR) was successfully update to show RRB jurisdiction for Medicare, the PSRRB transaction rejected, or that the MBR already displayed correct Medicare entitlement information

PROPOSED DISPOSITION: Destroy/delete files when 30 days old

NARA Authority NEW

18-7 **Health Insurance Daily RRB Exceptions (HRRBEX/RBEX) Files**
Weekly files received from the Centers for Medicare & Medicaid Services containing records of the results of processing of the RRB's Health Insurance Miscellaneous, RRB, Uninsured Transactions (HMRUNT) files

PROPOSED DISPOSITION: Destroy/delete files when 90 days old

NARA Authority NEW

MIRTEL Reports/Outputs

18-8 **MIRTEL Microfilm of Activity (MMAC)**
The MMAC file is a weekly record of all activity processed in MIRTEL. In addition to a record of the activity, the MMAC file shows the MIRTEL record before and after updating. Effective with MMAC files created after December 2006, MMAC files are maintained as txt files on an internal fileserver and are also copied to CD-ROM

3. a) MMAC files on internal fileserver

PROPOSED DISPOSITION: Destroy/delete when 3 years old

4. b) MMAC files on CD-ROM

PROPOSED DISPOSITION: Destroy/delete when 6 years and 3 months old

5. c) Data set files from which MMAC files are produced

PROPOSED DISPOSITION: Destroy/delete when 1 year old

**RRB RECORDS SCHEDULE 18
MEDICARE**

Current NARA Authority NCI 184-89-3 Item 10-6 (a)

- 6. 18-9 Medicare Daily Activity Report (MEDDAR)**
MEDDAR reports and related dataset files from which they are generated are produced on each business day in which there is a MIRTEL processing run, and provide a cumulative record of all activities processed in the MIRTEL runs from the beginning of the calendar month

PROPOSED DISPOSITION: Destroy all daily reports and related dataset files at end of month, upon generation of MEDMAR report

NARA Authority NEW

- 7. 18-10 Medicare Monthly Activity Report (MEDMAR)**
MEDMAR reports and related dataset files from which they are generated are produced following the last business day of each month and are processed in the MIRTEL processing runs during the calendar month. The report is in the same format and contains the same information as the MEDDAR reports

PROPOSED DISPOSITION: Destroy all monthly reports and related dataset files when 3 years and 3 months old

NARA Authority NEW

- 18-11 Medicare Programs Section Printouts**
Computer-generated listings and reports produced by MIRTEL and MAMMA processing, including daily and monthly listings of MIRTEL statistics, premium payment listings, voucher listings, state-buy-in records, and referral listings. Listings and reports are to validate complete and accurate processing of Medicare activities, and for management information purposes

(a) Major operating listings. Includes daily and monthly MIRTEL statistics, premium payment listings, SMI recertification voucher listing, state buy-in listings and voucher listings

- 8.** 1 Operations Medicare Section copy

PROPOSED DISPOSITION: Transfer to FRC when 2 years old. Destroy when 5 years old

- 9.** 2 All other copies

PROPOSED DISPOSITION: Destroy when 1 year old or when no longer needed for administrative use, whichever is sooner

- 10.** (b) MIRTEL syslists

PROPOSED DISPOSITION: Destroy when 1 year old or when no longer needed for administrative use, whichever is sooner

Current NARA Authority NCI 184-89-3 Item 10-5 and NI 184-93-12 Item 10-5 (a)(1)

RRB RECORDS SCHEDULE 18
MEDICARE

~~18-12~~ **MIRTEL OnLine Inquiry (MOLI) System** *Non-record*
The MOLI application allows direct on-line access to selected data on the MIRTEL master file. Any new data input during the nightly MIRTEL run will be available on MOLI screens the next morning.

~~**PROPOSED DISPOSITION:** Destroy/delete when no longer needed to support viewing of MIRTEL master file data or upon obsolescence of MIRTEL master file~~

NARA Authority NEW

18-13 Medicare Correction System (MEDCOR)
On-line application that allows examiners and claims representatives to edit (establish, delete or change) a MIRTEL record

~~a) Application *Non-record*~~

~~**PROPOSED DISPOSITION:** Destroy/delete when no longer needed to support editing of MIRTEL master file data or upon obsolescence of MIRTEL master file~~

11. b) System Data

PROPOSED DISPOSITION: Destroy/delete upon resolution or corrective action or when no longer need to create monthly management activity reports, whichever is later

12. c) Activity dataset files

PROPOSED DISPOSITION: Destroy/delete when 30 days old

NARA Authority NEW

18-14 Medicare Referral System (MEDREF)
On-line application that provides examiners information on MIRTEL and MAMMA processing that has generated alerts, rejects, and referrals that require corrective or other follow-up action. Referral data remains on the database until handled by an examiner and deleted. Selected information from deleted referrals is retained until written to reports, which are prepared on the first work day of each month.

~~a) Application *Non-record*~~

~~**PROPOSED DISPOSITION:** Destroy/delete when no longer needed to support MIRTEL and MAMMA or upon obsolescence of MIRTEL master file~~

13. b) System data

PROPOSED DISPOSITION: Destroy/delete upon resolution or corrective action or when no longer need to create monthly management activity reports, whichever is later

NARA Authority NEW

18-15 Monthly Adjustment of the MIRTEL Master (MAMMA)
Transactional Activity Files that compares and updates the MIRTEL Master and the RRB's DAISY/CHICO benefit payment system

14. **PROPOSED DISPOSITION:** Destroy/delete when 90 days old

NARA Authority NEW

RRB RECORDS SCHEDULE 18
MEDICARE

18-16 Palmetto GBA Application *Data*

On-line application which allows Palmetto customer service representatives (CSRs) to report the following directly to the RRB beneficiary address changes, beneficiary dates of death, and requests for replacement Medicare cards Records input are maintained for automated assignment to field offices for processing, and for development of management reports

15. **PROPOSED DISPOSITION:** Destroy/delete data maintained by system 3 year and 3 months after the end of the fiscal year in which the transactions occurred

NARA Authority NEW

CERTIFICATION

I have reviewed the record descriptions and the proposed dispositions for Medicare-related records I am of the opinion that the records will be maintained for a period of time sufficient to protect the legal and financial rights of the Government and of people directly affected by the Railroad Retirement Board's activities



RRB General Counsel

Date
6/10/2009



RRB Director of Policy and Systems

6-9-09



RRB Records Officer

6-10-2009