

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-440-07-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/7/2007</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 the Administrator			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Vickie Robey</i>	5. TELEPHONE NUMBER <i>(410) 786-7883</i>	DATE <i>2/7/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>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"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
<i>July 26, 2007</i> SIGNATURE OF AGENCY REPRESENTATIVE Larry Gray <i>[Signature]</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<b>Office of the Administrator</b>  The attached schedule covers records created/maintained by the Office of the Administrator.  OGC Concurrence: <i>Patricia M. McIntyre</i> Date: <u><i>7/6/07</i></u>		

~~1. Calendars and Daily Schedules~~

~~Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Administrator, Deputy Administrator and Chief Operating Officer, confidential associates, special assistants and political appointees, while serving in an official capacity.~~

~~Disposition: PERMANENT. Cut off annually and retire to the Washington National Records Center in 5 year blocks or when volume warrants. Transfer to the National Archives when 20 years old.~~

~~Superseded by job / item number:~~

DAA-0440-2015-0001-0001

~~Date (MM/DD/YYYY):~~

11/22/2016

~~2. Telephone Logs~~

~~Files consist of lists of incoming telephone messages to the Administrator, Deputy Administrator and Chief Operating Officer. Include date of call, caller's name and phone number and a brief message.~~

~~Disposition: PERMANENT. Cutoff annually. Transfer to the Washington National Records Center in 5-year blocks or when volume warrants. Transfer to the National Archives 20 years after cutoff.~~

~~Superseded by job / item number:~~

DAA-0440-2015-0001-0001

~~Date (MM/DD/YYYY):~~

11/22/2016

~~3. Public Appearance and Meeting Requests~~

~~Invitations received by the Administrator, Deputy Administrator, and Chief Operating Officer to make a public appearance and attend meetings.~~

~~Disposition:~~

- ~~a. Accepted - Destroy 3 years after the close of the official's tenure in office.~~
- ~~b. Unaccepted - Destroy when 2 years old.~~

~~Superseded by:~~

DAA-0440-2015-0002-0002

~~DATE (MM/DD/YYYY):~~

8/15/2017

~~4. Speech Files~~

~~Official speeches of the Administrator, Deputy Administrator and Chief Operating Officer. Arranged by date of speech.~~

~~Disposition: PERMANENT. Cut off files at the close of the CY. Transfer to the Washington National Records Center in 5-year blocks or when volume warrants. Offer to the National Archives 20 years after cutoff.~~

~~5. Biographies~~

~~Files contain personal data sketches, photographs, newspaper clippings, copies of press releases and similar materials pertaining to major CMS officials. Arranged by name of individual.~~

~~Superseded by job / item number:~~

DAA-0440-2015-0001-0001

~~Date (MM/DD/YYYY):~~

11/22/2016

~~Disposition: PERMANENT. Cutoff at the close of the CY. Hold for 3 years then transfer to the Washington National Records Center. Offer to the National Archives 20 years after cutoff.~~

~~6. Conference and Public Hearing Files~~

~~Files contain information about conferences or hearings. Included are agendas, announcement of the conference and press releases.~~

Superseded by:

DAA-0440-2015-0011-0001  
DATE (MM/DD/YYYY):  
8/24/2017

~~Disposition: PERMANENT. Cut off at the close of the calendar year. Hold for 5 years then transfer to the Washington National Records Center. Offer to the National Archives 20 years after cutoff.~~



~~7. Itineraries of Visits~~

~~Files pertaining to speaking engagements and visits of the Administrator, Deputy Administrator, and Chief Operating Officer with other major Department officials, town hall meetings, colleges/university officials, officials from health organizations, law firms and other private organizations.~~

Superseded by:

~~Disposition: Temporary. Destroy 3 years after tenure in office.~~

DAA-0440-2015-0002-0002  
DATE (MM/DD/YYYY):  
8/15/2017

~~8. Briefing Books~~

~~Briefing book prepared daily for the Office of the Administrator (OA). Consists of classified/confidential information from the White House, daily memoranda for meetings scheduled for that day/week, copy of decision memoranda to be done, long term schedule, meeting agenda, follow-up action items from previous meetings, weekly compilation of highlights and significant activities focusing mostly on upcoming issues from CMS offices and Regional Offices.~~

Superseded by job / item number:

~~a. Administrator's Briefing Book~~

DAA-0440-2013-0004-0001  
Date (MM/DD/YYYY):  
3/19/2014

~~Disposition: PERMANENT. Cut off at the close of the calendar year. Hold for 5 years then transfer to the Washington National Records Center. Offer to the National Archives 20 years after cutoff.~~

b. Materials provided by CMS Offices for Inclusion in the Briefing Books for OA.

Disposition. Temporary. Destroy when 3 years old.

~~9. Correspondence~~

~~Correspondence, decision memoranda, GAO Reports, National Coverage Decisions, etc. for signature by the Office of the Administrator.~~

Superseded by job / item number:

DAA-0440-2015-0001-0001  
Date (MM/DD/YYYY):  
11/22/2016

~~Disposition: PERMANENT. Cut off at the close of the calendar year. Hold for 5 years then transfer to the Washington National Records Center. Offer to the National Archives 20 years after cutoff.~~