

## Request for Records Disposition Authority

Records Schedule Number           DAA-0440-2015-0011

Schedule Status                    Approved

Agency or Establishment           Centers for Medicare and Medicaid Services

Record Group / Scheduling Group   Records of the Centers for Medicare and Medicaid Services

Records Schedule applies to       Agency-wide

Schedule Subject                   Bucket 8 - Public Outreach and Engagement

Internal agency concurrences will  
be provided                        No

Background Information            CMS is proposing a big bucket approach to records scheduling and disposition, which will include the following buckets:

- Bucket 1 - Leadership and Operations
- Bucket 2 - Administrative Management
- Bucket 3 - Financial Records (programmatic)
- Bucket 4 - Enrollment Records
- Bucket 5 - Beneficiary Records
- Bucket 6 - Provider & Health Plan Records
- Bucket 7 - Research and Program Analysis
- Bucket 8 - Public Outreach and Engagement
- Bucket 9 - Compliance and Integrity

A crosswalk is provided documenting the relationship of these buckets with previously approved disposition authorities.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0440-2015-0011

Sequence Number	
1	Formal Public Outreach and Engagement Records Disposition Authority Number: DAA-0440-2015-0011-0001
2	Photographs and Videos Disposition Authority Number: DAA-0440-2015-0011-0002
3	All other Public Outreach and Engagement Records Disposition Authority Number: DAA-0440-2015-0011-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 1062 411"><b>Formal Public Outreach and Engagement Records</b></p> <p data-bbox="342 432 1151 464">Disposition Authority Number      <b>DAA-0440-2015-0011-0001</b></p> <p data-bbox="342 485 1500 705">Records formally created and disseminated which document CMS policy, events, program information, mission activities, and the like. Includes, but is not limited to, news and press conference files, records of news and press conferences, press releases, and educational publications created for beneficiaries. Primarily final products related to public outreach and engagement. See crosswalk for additional detail.</p> <p data-bbox="342 726 922 758">Final Disposition                      <b>Permanent</b></p> <p data-bbox="342 779 850 810">Item Status                              <b>Active</b></p> <p data-bbox="342 831 818 863">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="342 884 805 1020">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?    <b>No</b></p> <p data-bbox="342 1041 1167 1220">GRS or Superseded Authority Citation      <b>DAA-0440-2012-0016 / 0001 N1-440-07-01 / 6 N1-440-04-01 / 4 N1-440-02-01 / 1/a N1-440-02-01 / 3</b></p> <p data-bbox="342 1262 659 1293"><b>Disposition Instruction</b></p> <p data-bbox="342 1314 1297 1346">Cutoff Instruction                      <b>Cutoff at the end of the calendar year.</b></p> <p data-bbox="342 1367 1455 1440">Transfer to the National Archives for Accessioning    <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p data-bbox="342 1482 656 1514"><b>Additional Information</b></p> <p data-bbox="342 1535 1084 1629">What will be the date span of the initial transfer of records to the National Archives?            <b>Unknown Date span is unknown.</b></p> <p data-bbox="342 1650 964 1745">How frequently will your agency transfer these records to the National Archives?        <b>Every 1 Years</b></p>
2	<p data-bbox="342 1839 699 1871"><b>Photographs and Videos</b></p> <p data-bbox="342 1892 1154 1923">Disposition Authority Number      <b>DAA-0440-2015-0011-0002</b></p>

**Mission-Related Still Photographs and videos:** Analog photographs (prints, negatives, contact sheets, slides, filmstrips) and digital photographs (born-digital as well as scanned digital images), along with all associated finding aids, documenting: senior agency officials and their mission-related speaking, meeting, touring activities; visiting dignitaries from political, scientific, cultural, and other realms; events, programs, initiatives, issues of significance to the agency and the health services field; and major agencies resources and facilities, including photos shot during the 1995 construction process for the agency's new headquarters building. Also all agency video productions (television commercials, broadcasts, advertisements, news releases, public service announcements, satellite broadcasts, CMS-sponsored training/seminars, etc.) and associated finding aids. See crosswalk for additional detail.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation  
N1-440-05-01 / 1/a  
N1-440-05-01 / 1/b  
N1-440-05-01 / 2/a  
N1-440-05-01 / 2/b

#### Disposition Instruction

Transfer to the National Archives for Accessioning Transfer all photographs and videos, generated or accumulated pre-2013, and any related finding aids to the National Archives immediately upon approval of this schedule. Thereafter, cut off holdings in five-year block, and transfer along with any related finding aids to the National Archives when the oldest image in the block is five years old.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2013

How frequently will your agency transfer these records to the National Archives? Every 5 Years

3

### All other Public Outreach and Engagement Records

Disposition Authority Number      DAA-0440-2015-0011-0003

Records that support or document the dissemination of information to the public, or document CMS's interaction with the public. Includes records that support the creation of formal products, are considered reference or "ease of use" versions, or otherwise do not fall into the definitions within items 8A (0001) or 8B (0002). Includes, but is not limited to, website records, non-recordkeeping versions of educational publications, non-mission-related photography, and other records.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

GRS or Superseded Authority Citation      DAA-0440-2012-0016 / 0002  
GRS 3.1 / 020  
N1-440-09-13 / 1  
N1-440-09-13 / 2  
N1-440-09-13 / 3  
N1-440-09-13 / 5  
N1-440-05-01 / 3/c  
N1-440-05-01 / 3/d  
N1-440-05-02 / 3  
N1-440-01-03 / 1/e  
N1-440-79-02 / 12  
GRS 6.4 / 050  
GRS 6.4 / 030

#### Disposition Instruction

Cutoff Instruction                      Cutoff at the end of the calendar year.

Retention Period                        Destroy when 1 year old, or when no longer needed for agency business, whichever is later.

#### Additional Information

GAO Approval                            Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/13/2015	Certify	Tony Tucker	Records Officer	Office of Strategic Operations and Regulatory Affairs - OSORA
05/19/2017	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
05/19/2017	Submit For Certification	Carlos Simon	Records Officer	OSORA - IRISG
05/19/2017	Certify	Carlos Simon	Records Officer	OSORA - IRISG
08/18/2017	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
08/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/24/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

## Executive Summary

### Summary

The Centers for Medicare & Medicaid Services, Department of Health and Human Services, requests disposition authority for records related to public outreach and engagement. Proposed for permanent retention are press releases, mission-related photographs and videos, and formal educational publications. These records have permanent value because they document significant actions of Federal officials and have high research value. Proposed for temporary retention are website records, registration records, and routine educational material. These records have temporary value because they were previously approved as temporary, and are captured elsewhere in other permanent records.

Permanent Item Numbers	0001, 0002
Federal Register Notice	Required
Publication Date	2017-04-03
Copies Requested	1
Comments Received	0