Chief Information Officer
Office of Information Services
Centers for Medicare & Medicaid Services

CMS Operational Policy for
Data Release on Cartridge Media

December 2004

Document Number: CMS-CIO-POL-DATA02-01

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1. PURPOSE

This document establishes an operational policy for the release of data via cartridge media at the Centers for Medicare & Medicaid Services (CMS).

2. BACKGROUND

The Enterprise Databases Group (EDG) within the Office of Information Services (OIS) maintains enterprise data structures on behalf of the Agency. EDG distributes enterprise data to CMS contractors, other Federal agencies, State Medicaid agencies, and private researchers. EDG also distributes Public Use Files generated by other CMS components. Most of the datasets are large and must be released on cartridge media. CMS will benefit from using fewer cartridges, and have fewer instances of media failure, by releasing data via standard cartridge media.

3. SCOPE

This operational policy applies to all CMS Data Customers who request data via cartridge media.

4. OPERATIONAL POLICY

The standard cartridge media for CMS data release is 3490E cartridges.

All CMS Data Customers must accept 3490E cartridges.

5. ROLES AND RESPONSIBILITIES

The following entities have responsibilities related to the implementation of this operational policy:

5.A. CMS Data Customers

CMS Data Customers are responsible for receipt and processing of CMS standard cartridge media, in accordance with this policy.

5.B. Office of Information Services (OIS)/ Enterprise Databases Group(EDG)

The OIS/EDG is responsible for releasing datasets to order, after privacy approval clearances are obtained, in accordance with this policy.

5.C.　Office of Information Services (OIS)/Technology Management Group (TMG)

The OIS/TMG is responsible for the physical release of datasets produced by OIS/EDG, in accordance with this policy.

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6. APPLICABLE LAWS/GUIDANCE

There are no laws or additional guidance applicable to this operational policy.

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7. EFFECTIVE DATES

This operational policy becomes effective on the date that CMS' Chief Information Officer (CIO) signs it and remains in effect until officially superseded or cancelled by the CIO.

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8. INFORMATION AND ASSISTANCE

Contact the Director of the Enterprise Databases Group (EDG) within the Office of Information Services (OIS) for further information regarding this operational policy.

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9. APPROVED

_____/s/_____	_____12/28/04_____
Timothy P. Love	Date of Issuance
CMS' Chief Information Officer and	
Director, Office of Information Services	

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10. ATTACHMENTS

There are no documents that currently augment this operational policy.