

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0468-2023-0003

Status: APPROVED  
Date Approved: 04/11/2024

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## General Information

Agency or Establishment	Department of Health and Human Services
Record/Scheduling Group	0468 - General Records of the Department of Health and Human Services
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Secretary (OS)
Minor Subdivision	Office of Medicare Hearings and Appeals (OMHA)
Schedule Subject	OMHA Administrative Law Judge and Attorneys Files
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0468-2023-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	OMHA Administrative Law Judge and Attorneys Files : OMHA Administrative Law Judge and Attorney Program Files	Temporary
0002	OMHA Administrative Law Judge and Attorneys Files : OMHA Administrative Law Judge and Attorneys Administrative Files	Temporary

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Records Schedule Items

<b>Group Title</b>	OMHA Administrative Law Judge and Attorneys Files
<b>Group Description</b>	Adjudication documents that directly relate to the essential primary purpose of OMHA including: (1) Copies of the administrative record including requests for hearing, hearing recordings, notices, orders, decision documents, evidence, medical records, post adjudicative materials, and indexes of the administrative record; and (2) Deliberative work product, working papers, case developmental and decision-related notes, background information, internal government communications, notes, research materials, and pre-decisional documents. (Note: The official administrative record is returned to the Centers for Medicare and Medicaid Services (CMS) and/or Social Security Administration (SSA), as custodians of those records, upon issuance of OMHA’s final decision. In the event of a suspected fraud referral, the Office of Inspector General (OIG) obtains evidence from CMS. All such evidence is maintained by CMS and OIG, as OMHA no longer possesses the official administrative record once a final decision has been issued.)
<b>DAA-0468-2023-0003-0001</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
<b>Item Title</b>	OMHA Administrative Law Judge and Attorney Program Files
<b>Item Description</b>	Background information, internal government communications, notes, research materials, and pre-decisional documents created by the OMHA headquarters Administrative Law Judges, attorneys, and legal team staff that directly relate to the essential primary purpose of OMHA. (Note: Final decisional documents and the official administrative record are transferred to the CMS upon issuance of OMHA’s final decision, dismissal, or remand. In the event of a suspected fraud referral, the OIG obtains evidence from CMS. All evidence is maintained by CMS and OIG as OMHA does not retain jurisdictional authority over these records once a final decision has been issued.)
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0468-2012-0003-0004	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off on the date the decision letter is mailed.
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0468-2023-0003-0002	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	OMHA Administrative Law Judge and Attorneys Administrative Files
Item Description	Files that relate to administrative support activities, that includes but is not limited to staffing and procedures not directly related to the essential primary purpose of OMHA, includes training materials developed by OMHA staff (such as subject matter trainings developed for attorney and administrative staff), certificates of completion of training courses, and standard operating procedures that do not document OMHA policies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0468-2012-0003-0005	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when final records copy has been created
Retention Period	Destroy 3 year(s) after cutoff

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Valerie Terray	09/25/2023
Approve	Colleen Shogan	04/11/2024