

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO.

N1-AU-91-2

DATE RECEIVED

10-15-90

TO: GENERAL SERVICES ADMINISTRATION

NATIONAL ARCHIVES AND RECORDS SERVICE, WASH, DC 20408

1. FROM (Agency or establishment)

Department of the Army

2. MAJOR SUBDIVISION

U.S. Army Information Systems Command

Fort Huachuca, AZ 85613-5000

3. MINOR SUBDIVISION

DCSOPS (ASOP-MR)

4. NAME OF PERSON WITH WHOM TO CONFER

Monette F. Blanco

5. TELEPHONE EXT.

(602) 538-4750

NOTIFICATION TO AGENCY

IAW 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE 5/6/91 ARCHIVIST OF THE UNITED STATES

James W. Moore

6. CERTIFICATE OF AGENCY REPRESENTATIVE: I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or X is unnecessary.

B. DATE

SEP 10 1991

C. SIGNATURE OF AGENCY REPRESENTATIVE

JAY A. RASCHIE

JAY A. RASCHIE

MAJ 29 Apr 91

D. TITLE

Chief, Policy Division

7. ITEM NO.

8. DESCRIPTION OF ITEM

(With Inclusive Dates or Retention Periods)

9. GRS OR

SUPERSEDED

10. ACTION

TAKEN

JOB CITATION

(NARS USE)

1

FN 40-66c, Register number files

NN-AU-79-10

Description: Files used to maintain control over the sequential assignment of unique numbers to each admission; included are duplicate copies of inpatient treatment record cover sheets (ITRCS) in register number order. Information used to provide basic administrative and professional data on treatment of individual patients and conditions.

~~a. Patient Administration System and Biostatistical Activity (PASBA): Automated system - destroy after 20 years.~~

~~b. Other offices: Destroy after 5 years in CFA.~~

Background: Proponent activity, Surgeon General, U.S. Army Health Professional Support Agency, SGPS-PSA, requested change. With the advent of the Automated Quality of Care Evaluation Support System (AQCESS), register numbers and ITRCS are electronically

Copy sent to agency
5/8/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONT		JOB NO.	PAGE
			2 OF 2
7. ITEM NO:	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
	generated and maintained. Medical Activities need to maintain the register number file for five yuears to respond to local medical inquiries.		

Four copies, including original to be submitted to the National Archives and Records Administration.