

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Defense

2. MAJOR SUBDIVISION
Office of the Secretary of Defense

3. MINOR SUBDIVISION
WHS, C&D, Directives and Records Division

4. NAME OF PERSON WITH WHOM TO CONFER
David K. Bosworth

5. TELEPHONE
(703) 697-2501

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-330-95-4

DATE RECEIVED

4-24-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

7/25/95

ARCHIVIST OF THE UNITED STATES

James W. Moore

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/20/95	H.D. Neeley <i>H.D. Neeley</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	917-01 Animal Health Records See attached	N1-330-91-2	

Copies sent to agency, NCF 8/2/95

supersedes: N1-330-91-2

917 USUHS Department of Laboratory Animal Medicine. This series consists of files pertaining to the operation of the LAM that are not considered elsewhere in this instruction.

917-01 Animal Health Records. These consist of health care records for all in-house animal populations of the LAM maintained by the Veterinary Medicine Division and include SF 600, "Chronological Record of Medical Care," weight charts, records of surgical procedures, anesthesiology records. Files are grouped by species (dogs, goats, pigs, cats, pigeons, etc.) and within species by USDA tag number or LAM's internal control numbers.

Disposition: Cut off 3 years after death of animal or 3 years after completion of protocol, whichever is later. At the end of this period animal health records and protocols will be destroyed.