

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0026

Status: APPROVED  
Date Approved: 08/21/2023

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## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies to	Agency Subdivision
Major Subdivision	Bureau of Medical Services (MED)
Schedule Subject	Consolidated Schedule: Records of the Bureau of Medical Services (MED)
Additional Schedule Information	<p>Flexible schedule that consolidates the records of the State Department Bureau of Medical Services (MED) and applies to records January 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.</p> <p>The Bureau of Medical Services' mission is to promote and safeguard the health and well-being of America's diplomatic community and to facilitate the diplomatic efforts of the Department of State. This schedule document the activities of MED in providing primary care and mental health services, managing hospitalizations and medical evacuations, and assessing local health threats and medical resources for 66,000 employees and their eligible family members serving at U.S. diplomatic missions.</p>
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 6

Number of Permanent disposition items: 1

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-0059-2020-0026

Item #	Title	Disposition
0001	Medical Program Records	Permanent
0002	Medical Services Operations Files	Temporary
0003	Medical Files and Non-Occupational Health Records of Non-American Employees, Third-Party Contractors, and Private Individuals	Temporary
0004	Medical Files of Foreign Service Officers and Contractors	Temporary
0005	Clinic Operations Records	Temporary
0006	Family Advocacy Program Records	Temporary
0007	Financial Programmatic Records	Temporary

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Records Schedule Items

DAA-0059-2020-0026-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Medical Program Records	
Item Description	Records documenting the policies, procedures, plans, and guidelines in the operation of domestic and overseas health programs under Chief of Mission authority and International Cooperative Administrative Support Services jurisdiction. Records include program activities and subject matter of the administration of medical claims, reimbursements, and expenditures for the medical program; oversight of recruitment, hiring, assignments and staffing of medical professionals; the oversight of preventive medicine programs; provision of medical intelligence and technical advice to the Department on natural disasters, epidemics, unexplained or unexpected health incidents, and terrorist acts against the U.S. Government; and provision and direction of medical support to the Department's security and protective operations. These records include, but are not limited to, correspondence, memorandums, reports, policy documentation, rosters, background studies, meeting minutes, summary records, and other related material.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:5 TB	
Approximate first year of records covered by this authority	2012	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2012 To: --/--/2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information, FOIA (b)(7) Law Enforcement

DAA-0059-2020-0026-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Medical Services Operations Files	
Item Description	<p>Records supporting management of operations, services, and synchronization of clinical and mental health aspects of the Department's medical program. These records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Post reports of immunizations, health, sanitation, inspections, and shipment needs of medical supplies.</li> <li>• Reports of occupational and non-occupational health and wellness programs including medical statistics and data, reports of medical emergencies, death, life-threatening injury/illness, workplace injuries, and exposure case documentation.</li> <li>• Credential files maintained on medical personnel including personnel assignments, Employee Evaluation Reports (EERs), and adverse medical event investigation and reporting which are also documented in the Official Personnel Folder (EOPF) and in the Global Employee Management System (GEMS) managed by the Bureau of Global Talent Mangement.</li> <li>• MedEvacs and other nontraditional patient movement reporting</li> <li>• Location-based informational guides on available services provided as a courtesy to new employees</li> <li>• Records related to management of all operations and synchronizations of clinical and mental health programs implementing comprehensive service support of the medical program, including maintaining records of unsuccessful applicants.</li> </ul>	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of calendar year.
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

<b>DAA-0059-2020-0026-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Medical Files and Non-Occupational Health Records of Non-American Employees, Third-Party Contractors, and Private Individuals
Item Description	Records of treatment or examination created for non-American employees, private individuals and third-party contractors who receive courtesy medical treatment. These records may document an individual's medical history, physical condition, vaccinations, and first-aid visits for either work or nonwork related purpose, depending on the status of the patient. Also referred to as "patient records" in Title 5 Part 293 Subpart E. Records include, but are not limited to: <ul style="list-style-type: none"><li>• Vaccination records</li><li>• Medical examination files, treatment records, and medical clearances</li><li>• Medical evacuations (MedEvacs)</li><li>• X-rays and radiographic reports</li></ul>
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?	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff one year from date of most recent encounter.
Retention Period	Other: Destroy when records of last encounter are 6 years old. If patient is a minor, retain at least 3 years after patient reaches age of majority or until 10 years after most recent encounter, whichever is later, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2020-0026-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Medical Files of Foreign Service Officers and Contractors	
Item Description	<p>Records of treatment or examination created for Foreign Service Officers and contractors. These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes:</p> <ul style="list-style-type: none"><li>• Personal and occupational health histories.</li><li>• Opinions and written evaluations generated in the course of diagnosis and employment-related treatment/examination by medical health care professionals and technicians.</li><li>• Employee-specific occupational exposure records. Exposures include, but are not limited to, gases, liquids, vapors, dust particles, and noise. Non-American citizen and third-party contractor occupational records are included in this schedule.</li><li>• Employee audiometric testing records.</li><li>• X-rays and radiographic reports</li><li>• Medical examination files, treatment records, and medical clearances</li><li>• Medical Evacuations (MedEvacs)</li><li>• Vaccination records</li></ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	Yes	
GRS disposition authority	Item UUID	Item ID
		DAA-GRS-2017-0010-0009
Justification for GRS Deviation	See Dossier	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff is employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer.	
Retention Period	Destroy 30 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0059-2020-0026-0005		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Clinic Operations Records	
Item Description		Daily operational clinic scheduling records and records maintained within each office for internal tracking and statistical reporting purposes including work reports and information on both occupational and non-occupational clinic visits. Records include, but are not limited to, post copies of medical case files, authorization files, daily logs, scheduling logs for both occupational and non-occupational visits, copies of medical reports, copies of authorizations for medical treatment, medical consultations with outside sources, and registers or logs of occupational illnesses and injuries.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?		No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		No	
Is this item a deviation from the GRS?		Yes	
GRS disposition authority		Item UUID	Item ID
			DAA-GRS-2017-0010-0001
Justification for GRS Deviation		See Dossier	



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<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off overseas post copies of employee medical case files one year from date of most recent medical encounter and cut off all other records at the end of the fiscal year in which medical services were provided.
Retention Period	Destroy 6 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

<b>DAA-0059-2020-0026-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Family Advocacy Program Records
Item Description	Records documenting administrative oversight of the Department's Family Advocacy Program that is tasked with the prevention and response to allegations of suspected child abuse, child neglect and domestic violence involving all persons subject to Chief-of-Mission (COM) authority at posts abroad.  <ul style="list-style-type: none"><li>• Case reviews</li><li>• Case files</li><li>• Correspondence</li><li>• Case management</li><li>• Records of attendance at treatment, kinds of treatment, and counseling programs</li><li>• Identity and contact information of treatment providers</li><li>• Name, address, and phone number of treatment facilities</li><li>• Notes and documentation of internal Employee Counseling Services counselors</li><li>• Intervention outcomes</li><li>• Investigative files</li></ul>
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?	No
Is this item a deviation from the GRS?	Yes

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GRS disposition authority	Item UUID	Item ID
		DAA-GRS-2017-0010-0014
		DAA-GRS-2017-0010-0015
Justification for GRS Deviation	See Dossier	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 10 years after termination of counseling for adults. If patient is a minor, retain at least 3 years after patient reaches age of majority or until 10 years after most recent encounter, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0059-2020-0026-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Financial Programmatic Records	
Item Description	Financial records and correspondence (non-GRS). Records documenting billings, collections and reimbursements for medical services received by employees, dependents, or private individuals, either domestically or at foreign posts, through the Department’s MED program. Services being billed include, but are not limited to, MedEvacs, hospitalizations, and authorized medical treatments.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 10 years after final payment or action.	
ADDITIONAL INFORMATION		

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

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Signatory Information

Action	User	Date
Accept	Data Migration	04/07/2020
Approve	Colleen Shogan	08/21/2023

**NARA Crosswalk for DAA-0059-2020-0026**

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	SUPERSEDED AUTHORITY	Disposition Authority	Record Series
0001	Medical Program Records	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at end of calendar year.	Deputy Chief Medical	N/A; New Item 2012 forward	N1-059-89-37,	Medical Program
				Office of Child and Family		N/A	Deployment Stress
				Office of Employee		N/A	Family Advocacy
				Office of Child and Family		N/A	Special Needs
				Office of Occupational		N/A	TalentCare Program
0002	Medical Services Operations Files	Temporary. Destroy 10 years after cutoff.	Cut off at end of calendar year.	N/A	N/A; New Item 2012 forward	N/A	Quality Manual
						NN-166-005, item 11	Post Files
						N/A	MedEvacs
						N/A	Credential Files on
						N/A	Post Health and
						N/A	Bid Lists and Final
						N/A	Reports on death or
						N/A	Workplace injuries.
						II-NN-3544, item 17	Medical and Health
						NN-166-005, item 2	Medical Examination
0003	Medical Files; Non-American Employees, 3rd Party Contractors and Private Individuals	Temporary. Destroy when records of last encounter are 10 years old. If patient is a minor, retain at least 3 years after patient reaches age of majority or	Cut off one year from date of most recent encounter.	N/A	N/A; New Item 2012 forward	NN-171-022, item 1c	EMF; private
						N1-084-89-05, item	X-Rays; non-American
						NN-171-022, item 1b	Employee Medical
						N1-084-89-05, item	Medical Evacuations
						NN-171-022, item 1b	Employee Medical
0004	Medical Files of Foreign Service Officers and Contractors	Destroy 30 year(s) after cutoff	Cutoff is employee separation or when the Official Personnel Folder (OPF) is destroyed,	N/A	DAA-GRS-2017-0010-0009, 2012 forward	N1-059-89-37, item	Occupational
						N1-059-89-37, item	Contractor Medical
						N1-084-89-05, item	Medical Evacuations
						N1-059-89-37, item	Contractor Medical
						N1-059-97-19, item 1	X-Ray Films

**NARA Crosswalk for DAA-0059-2020-0026**

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	SUPERSEDED AUTHORITY	Disposition Authority	Record Series
			whichever is longer.			NN-166-005, item 28	Radiographic Report
						N1-059-89-37, item 6	Medical Clearance
						N1-059-89-37, item	Immunizations-
						NC1-059-76-12, item	Records of Retired
						NN-171-022, item 4a	X-Ray Files; American
						N1-059-89-37, item	Contractor Medical
0005	Clinic Operations Records	Cut off overseas post copies of employee medical case files one year from date of most recent medical encounter and cut off all other records at the end of the fiscal year in which medical services were provided.	Destroy 6 year(s) after cutoff	N/A	DAA-GRS-2017-0010-0001, 2012 forward	NN-166-005, item 33	Daily Record Sheet
						NN-166-005, item 15	Authorization Files
						NN-171-170, item 2	Examination Register
						NN-166-005, item	Authorization Files
						GRS 2.7, item 010	Daily Record Sheet
						NN-166-005, item 29	Laboratory Reports
						N1-059-89-37, item	Register/log of
						NN-171-170, item 3a	Parasitology/Tropical
						NN-171-170, item 3b	Parasitology/Tropical
						NN-166-005, item 13	Statistical Work
						N1-084-89-05, item 9	Register/log of
						N1-084-89-05, item 8	Job-related illness or
						NN-171-022, item 1a	Employee Medical
						N1-084-89-05, item 2	Employee Medical
						NN-166-005, item	Authorization Files
0006	Family Advocacy	Destroy 10 years after	N/A	N/A	DAA-GRS-2017-	N/A New Item	N/A New Item
0007	Financial Programmatic Records	Destroy 10 years after final payment or action.	N/A	N/A	N/A; New Item 2012 forward	N/A	MedEvacs payments
						N/A	Hospitalizations
						N/A	Authorized Medical
						NN-166-005, item 18	Voucher for Medical