

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO.

NI-374-89-27

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

6/15/89

1. FROM (Agency or establishment)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Directorate for Command Services, Asst for Log & Engr

3. MINOR SUBDIVISION

Support Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TELEPHONE EXT.

325-1162

DATE

8/2/89

ARCHIVIST OF THE UNITED STATES

[Signature]

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 3 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 is unnecessary.

B. DATE 24 May 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE DNA Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	902 <u>HEADQUARTERS MEDICAL UNIT FILES.</u> (See attached pages 1-2.)	NC1-374-81-36; reorganized schedule	

902 HEADQUARTERS MEDICAL UNIT FILES. These files include individual medical records for both civilian and military personnel; and industrial hygiene surveys. They accumulate solely in the Headquarters DNA Occupational Health Unit. (~~NCI-374-81-36, 902~~)

NOTES: (1) Drug abuse prevention information is made available through handouts.
(2) All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

902.01 HEALTH UNIT CONTROL AND ACTIVITY FILES. Documents reflecting the activities of the DNA Occupational Health Nurse. Included are monthly and yearly reports reflecting daily number of visits to Health Unit as well as industrial hygiene surveys. (~~NCI-374-81-36, 902.01 & 902.04~~) (~~GRS-1, #90~~)

Proposed Revised Disposition

a. Periodic Reports:

DESTROY ~~1 MONTH~~ (OR 1 YEAR) AFTER LAST ENTRY.

b. Industrial hygiene surveys:

CUT OFF AT THE CLOSE OF THE CY, EXCEPT CASES REMAINING OPEN SHOULD BE BROUGHT FORWARD TO CURRENT YEAR FILES. DESTROY CLOSED CASES 2 YEARS AFTER CLOSEOUT.

902.02 CIVILIAN EMPLOYEE MEDICAL FILES. Documents reflecting medical care and treatment furnished to individual civilian employees by DNA medical personnel. Included are the employee's medical history which also will cover occasional medical complaints, and examinations, immunizations, blood pressure checks, occupational injuries or diseases, medical treatment given, if any; and referrals to medical facilities and/or physicians, if required.

Proposed Disposition

a. On transfer of an employee:

FORWARD TO MEDICAL UNIT SERVICING RECEIVING AGENCY OR TO EMPLOYEE FOR HANDCARRY.

b. On termination of employment (transferred to MPCV):

DESTROY 6 YEARS AFTER DATE OF LAST ENTRY.

NOTES: (1) Some files include pre-employment physical exams which are filed in the official personnel folder (OPF) upon separation of employee (ref: FPMS 293-31). Those records not required for filing in the OPF, if not retained by the agency, may be transferred to the Washington National Records Center. Under no circumstances should these files be sent to the National Personnel Records Center.

(2) Military health record files are governed by appropriate service regulations and are disposed of accordingly.

(3) These files are maintained separately from those for personnel exposed to radiation>

902.03 not used

902.04 ACTIVITY REPORTING FILES. (This file was combined with File No. 902.01.)

902.05 DRUG ABUSE FILES. (This separate file designation was eliminated since information provided is considered nonrecord in nature.)