

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-374-81-36	
DATE RECEIVED	
2 OCT 1980	
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
10-28-80	<i>[Signature]</i>
<small>Date</small>	<small>Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Nuclear Agency

2. MAJOR SUBDIVISION
Personnel/Administration Directorate

3. MINOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TEL. EXT

325-7058

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO	10. ACTION TAKEN
SEP 24 1980	<i>Pauline E. Korpanty</i>	Records Administrator		
7. ITEM NO	6. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
902 (902)	HEADQUARTERS MEDICAL UNIT FILES. These files include individual medical records for both civilian and military personnel; record of blood donor drives and individual donors; investigation of unhealthful conditions; and availability of drug abuse prevention information. They accumulate solely in the Headquarters DNA Occupational Health Unit.			
902.01 (922-02)	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 will cover occasional medical complaints and examinations, immunizations, allergy injections, blood pressure checks, medical treatment given, if any; and referrals to medical facilities and/or physicians, if required.			
		Forward with individual's personnel record to receiving personnel office. For separated or retired individuals, place records in inactive file* upon separation and retire to NPRC (CIV), 111 Winnegego Street, St. Louis, Missouri 63118, with the next regular shipment.		
		(*Medical files will be retired with the remainder of the personnel file to whom it applies.)		

Withdrawn

4 items

*Pending changes made with DNA approval 11/10/80
Closed Out: 10-31-80; K. [Signature]
Call set to DNA*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
(917-01)	<u>MILITARY HEALTH RECORD FILES</u> are governed by appropriate SERVICE regulations and are disposed of accordingly.		
902.02 (914-05)	<u>BLOOD DONOR FILES.</u> Documents reflecting individuals, military or civilian, that have donated blood at military hospitals or civilian facilities. Included are blood donor record cards, announcements of scheduled blood donor days, and related documents.		<i>Withdrawn</i>
	<u>BLOOD DONOR CARDS:</u> Forward with transferring individual's medical record to receiving personnel office.		
902.03 (902-02)	<u>ACTIVITY REPORTING FILES.</u> Documents reflecting the activities of the DNA Occupational Health Nurse including investigation of sanitary/health conditions at Headquarters and other subjects of professional medical interest.		
902.04 ()	<p><u>DRUG ABUSE FILES.</u> These files relate to the availability of information to personnel assigned to and employed by the Defense Nuclear Agency concerning the prevention and control of drug abuse. This includes pamphlets describing identification of the problem, treatment available, statistical histories, and related documents.</p> <p>Cut off at the close of the CY, except cases remaining open should be brought forward to current year files. DESTROY closed cases when 5 years old.</p> <p>DESTROY when superseded, obsolete, or on discontinuance, <i>whichever is earlier.</i></p>		