

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0006
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Department-wide
Schedule Subject Medical Electronic Data for Care History and Readiness Tracking
 (MED-CHART)
Internal agency concurrences will
be provided No

Background Information AR 40-66, Medical Record Administration and Healthcare
Documentation establishes the policies and procedures for the
preparation, disposition, and use of Army electronic and paper
medical records, and other healthcare documentation govern the
functional category of records in this request.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2016-0006

Sequence Number	
1	Medical Electronic Data for Care History and Readiness Tracking (MED-CHART) / RN40-66eee/ACRS 500C/6+
1.1	Medical Electronic Data for Care History and Readiness Tracking (MED-CHART) Master Files /RN40-66eee/ACRS 500C/6+ Disposition Authority Number: DAA-AU-2016-0006-0002

Records Schedule Items

Sequence Number	
1	<p>Medical Electronic Data for Care History and Readiness Tracking (MED-CHART) / RN40-66eee/ACRS 500C/6+</p> <p>The system supports medical voucher management to include budgeting, Dental Readiness to include dental x-ray upload, case management of service members with possible medical issues, veteran Integrated Disability Evaluation System (IDES) claim file management, Line of Duty injury claim management, Medical Accession Waiver management, Occupational Health Exam management and overall Medical Readiness document storage and management. This system is used by the Army National Guard (ARNG) and U.S. Army Reserves (USAR) medical teams to support recruiting and medical readiness of personnel in the Reserve Components of the Army. The primary functions of this system are to aid in the continuity of care for Guardsmen and Reservists and to assist in determining the medical and psychological suitability of persons for service or assignment.</p>
1.1	<p>Medical Electronic Data for Care History and Readiness Tracking (MED-CHART) Master Files /RN40-66eee/ACRS 500C/6+</p> <p>Disposition Authority Number DAA-AU-2016-0006-0002</p> <p>System Input: Source input is occasionally keyed into the system, while other data is transferred into the system via electronic system interfaces. Documents and images are uploaded or scanned into the system, or uploaded via system interfaces. The input data interfaces with DOD systems of Record and the Veterans Administration Virtual Lifetime Electronic Record (VLER) and is approved for disposition under DAA-GRS-2013-0001-0001 Item 10 for hard copy and analog, and by DAA-GRS-2013-0001-0004 Item 20 for electronic input/source records. System documentation as defined in DAA-GRS-2013-0005-0003 is covered by Item 51. System Output: Significant portion of complete Service Treatment Record (STR) for any Soldier who has served some period of their military career in either the ARNG, USAR or applied for enlistment into either Reserve Component of the Army. Output ad-hoc records are covered by DAA-GRS-2013-0001-0005 Item 30, and output data file records are covered by DAA-GRS-0001-0006 Item 31</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p>

Cutoff Instruction

TE100. Destroy/Delete 100 years after the Date of Separation of the member from the Armed Services. This item applies specifically to the electronic version of the Army Reserve component portion of a Soldier's Service Treatment Record stored in MED-CHART. The holder (ARNG or USAR agencies) of the hardcopy paper documents may provide them to the individual Service Member or destroy the paper documents only after the following provisions are met: 1. The documentation is scanned and properly indexed (organized) in the MED-CHART repository. 2. The holder verifies that an image of the document is readily available and readable with the repository. Such verifications may occur during the conversion process or via a quality assurance check. The indexed electronic version of the STR documentation will be maintained as the record copy.

Retention Period

Destroy 100 year(s) after after separation of the member from the Armed Services.

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/03/2015	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
06/30/2017	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist