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|--|-------------------------------|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See instructions on reverse)</i>                 |                               | LEAVE BLANK (NARA use only)   |   |
| TO: National Archives and Records Administration (NIR)<br>8601 Adelphi Road, College Park, MD 20740-6001 |                               | JOB NUMBER<br><i>71-72-00-28</i>  | DATE RECEIVED<br><i>3-22-2000</i>                     |
| 1. FROM (Agency or establishment)<br>U.S. Army   |                               | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br>U.S. Total Army Personnel Command  |                               | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| 3. MINOR SUBDIVISION<br>Records Management Program Division  |                               |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Kandy Light   | 5. TELEPHONE<br>(703)806-3556 | DATE<br><i>1-15-02</i>  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i> |

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 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<br>22 Mar 00 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Howard N. Greenhalgh</i><br>HOWARD N. GREENHALGH | TITLE<br>Director, Records Management Division |
|-------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| <i>81.</i>  | <p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> |                                   |                                  |

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40

**MEDICAL SERVICES**

**Prescribing Directives**

AR 40-1--Composition, Mission, and Functions of the Army Medical Department  
AR 40-2--Army Medical Treatment Facilities: General Administration  
AR 40-3--Medical, Dental, and Veterinary Care  
AR 40-4--Army Medical Department Facilities/Activities  
AR 40-5--Preventive Medicine  
AR 40-14--Control and Recording Procedures for Exposure to Ionizing Radiation and Radioactive Materials  
AR 40-24--Medical Laboratory Activities  
AR 40-25--Nutritional Allowances: Standards and Education  
AR 40-29--Medical Examination of Applicants for U.S. Service Academies, Reserve Officer Training Corps (ROTC) Scholarship Programs, Including the Air Force, Army and Navy 2- and 3-Year College Scholarship Programs (CSP) and the Uniformed Services University of the Health Sciences (USUHS)  
AR 40-31--Armed Forces Institute of Pathology and Armed Forces Histopathology Centers  
AR 40-38--Clinical Investigation Program  
AR 40-61--Medical Logistics Policies and Procedures  
AR 40-63--Ophthalmic Services  
AR 40-66--Medical Record and Quality Assurance Administration  
AR 40-68--Quality Assurance Administration  
AR 40-121--Medical Services Uniformed Services Health Benefits Program  
AR 40-216--Neuropsychiatry and Mental Health  
AR 40-226--Annual Historical Report-AMEDD Activities  
AR 40-330--Rates Codes, Expense and Performance Reporting Systems, Centralized Billing, and Medical Services Accounts  
AR 40-350--Patient Regulating To and Within The Continental United States  
AR 40-400--Patient Administration  
AR 40-407--Nursing Records and Reports  
AR 40-501--Standards of Medical Fitness  
AR 40-656--Veterinary Surveillance Inspection of Subsistence  
AR 40-657--Veterinary/Medical Food Inspection and Laboratory Service  
AR 40-658--Veterinary Activities  
AR 40-660--DOD Hazardous Food and Nonprescription Drug Recall System  
AR 40-905--Veterinary Health Services  
DA Pam 40-8--Special Safety and Health Standard for the Evaluation and Control of Occupational Exposure to Agent GB  
DA Pam 40-16--Dental Statistical Reporting  
DA Pam 40-17--Veterinary Activities

**Description:** These records concern composition, mission, responsibilities and functions of the Army Medical Department and its related corps, administration and operation of Army medical treatment facilities, medical, dental, and veterinary care, and medical, dental, and veterinary equipment and supplies.

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**FN: 40**

**Title:** General medical services correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable

**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to medical services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See

WITHDRAWN

~~file no. 25-30q.) Matters relating to medical services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

2. ~~FN: 40-1a  
Title: Professional consultant controls  
Authority: NN-166-204  
Privacy Act: A0040-1DASG~~

WITHDRAWN

~~**Description:** Information relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants. Included are biographical sketches, travel, and similar information.~~

~~**Disposition:** Code KE6. Event is termination of the appointment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

3. ~~FN: 40-2a  
Title: Blood donor files  
Authority: NC1-AU-79-47  
Privacy Act: A0040DASG~~

WITHDRAWN

~~**Description:** Information relating to individuals, military or civilian, from whom blood was procured, including data as to time of withdrawal, type of blood, and similar information. Included are blood donor records cards and similar information.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

4. ~~FN: 40-2d  
Title: Physical medicine treatment files  
Authority: NN-166-204  
Privacy Act: A0040DASG~~

~~**Description:** Information relating to patients treated in a physical medicine service. Included are cards, forms, and similar information.~~

~~**Disposition:** Code KE6. Event is completion of treatment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. (Do not destroy until pertinent information has been incorporated in the patient's clinical record.)~~

5. ~~FN: 40-2g  
Title: Patient clearance sheets  
Authority: NN-166-204  
Privacy Act: A0040DASG~~

~~**Description:** Information relating to clearance of personnel indicating turnback of property, return of books to the library, and similar clearances issued prior to departure of patients and personnel from hospitals. Included are checklists and similar or related information.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

6. ~~FN: 40-2j  
Title: Seriously ill rosters  
Authority: NN-166-204  
Privacy Act: A0040DASG~~

WITHDRAWN

~~**Description:** Information used for informing the patient's next of kin or other appropriate persons when the patient is seriously ill. Included are rosters and similar information.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

7. -----  
**FN:** 40-2n  
**Title:** Patient property  
**Authority:** NN-166-204  
**Privacy Act:** A0040DASG  
**Description:** Information reflecting the receipt and return of patients' property, exclusive of the patient's funds and valuables. Included are property slips, tags, receipts, and similar information.  
**Disposition:** Code KE6. Event is transfer of the patient. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

~~8. -----  
**FN:** 40-2p  
**Title:** Food service files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information reflecting essential financial and operating data pertinent to hospital feeding and mess operations. Included are daily records of hospital food service operations, reports, and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

9. -----  
**FN:** 40-2q  
**Title:** Hospital master menus  
**Authority:** NN-166-179  
**Privacy Act:** Not applicable  
**Description:** Information related to the planning for nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

10. -----  
**FN:** 40-2r  
**Title:** Hospital ration accounts  
**Authority:** NN-166-179  
**Privacy Act:** Not applicable  
**Description:** Information reflecting meals served and rations served each day. Included are ration source data worksheets, records of meals served, ration records, and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

~~11. -----  
**FN:** 40-2s  
**Title:** Hospital food supplies  
**Authority:** NN-166-179  
**Privacy Act:** Not applicable  
**Description:** Information relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are food receipt and consumption records, inventories of food on hand, requisitions and invoices of food obtained from the commissary, kitchen requisitions, and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

12. -----  
**FN:** 40-2u  
**Title:** Diet therapy  
**Authority:** NN-169-1  
**Privacy Act:** Not applicable  
**Description:** Information used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; early, late, or delayed tray rosters; nourishment and forced fluid rosters; food distribution charts; and similar information.

WITHDRAWN

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

13. **FN:** 40-2v  
**Title:** Modified diet statistics  
**Authority:** NN-169-1  
**Privacy Act:** Not applicable  
**Description:** Information reflecting the number of diets served by category each day. Included are modified diet records and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

14. **FN:** 40-2w  
**Title:** Hospital food production  
**Authority:** NN-166-179  
**Privacy Act:** Not applicable  
**Description:** Information related to processing meat and preparing items of food. Included are cooks' worksheets, food preparation worksheets, meat processing records, and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

15. **FN:** 40-2y  
**Title:** Pharmacy issues  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information used by pharmacy officers for requisitioning items for supply from the medical supply officer. Included are issue slips, requests for issue or turn-in, and similar documents.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

~~16. **FN:** 40-3b  
**Title:** Dental stock records  
**Authority:** NCT-AT-79-50  
**Privacy Act:** Not applicable  
**Description:** Information reflecting the receipt and expenditure of all precious metals and special interest metals. Included are stock record cards, document control registers, prosthodontic prescriptions, and similar documents.  
**Disposition:** Code KE6. Event is date of last transaction. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

WITHDRAWN

17. **FN:** 40-3d  
**Title:** VA hospitalization reports  
**Authority:** NN-166-204  
**Privacy Act:** A0040DASG  
**Description:** Information reflecting admission and disposition of VA beneficiaries. Included are monthly reports relating to service connected and nonservice connected disabilities, total patient days and available beds, and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

18. **FN:** 40-3e  
**Title:** Foreign national hospitalization reports  
**Authority:** NN-166-204  
**Privacy Act:** A0040DASG  
**Description:** Information reflecting hospitalization of foreign nationals by Army medical treatment facilities. Included are letters, forms, printouts, and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

19.

**FN:** 40-3k

**Title:** Patient disposition reports

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information related to notifying unit commander of patient's status on discharge from a hospital and return to active duty. Included are letters, forms, and similar information.

**Disposition:** Code KE6. Event is release of patient from hospital or follow-up examination. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

20.

**FN:** 40-3m

**Title:** Patient transfers

**Authority:** NN-166-204

**Privacy Act:** A0040-3cDASG

**Description:** Information relating to the transfer of patients. Included are recommendations, authorizations, and similar information.

**Disposition:** Code KE6. Event is transfer of patient. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

21.

**FN:** 40-3n

**Title:** VA hospitalization records

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information reflecting hospitalization of VA beneficiaries. Included are VA medical forms and similar information.

**Disposition:** Code KE6. Event is after disposition of the case. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

22.

**FN:** 40-3s

**Title:** Intervening illness statements

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information related to justifying noncompliance with orders due to illness. Included are reports and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

23.

**FN:** 40-3w

**Title:** Hospital arrival notices

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information prepared by the first Army hospital in the continental United States to admit a patient evacuated from oversea for definitive treatment. Included are notices reflecting such information as the patient's name, emergency address, admission date, diagnosis, the specialized treatment required, and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

24.

**FN:** 40-3x

**Title:** Patient medical status

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information used to keep patient administrators informed of a patient's medical status. Included are diagnosis slips and similar information.

**Disposition:** Code KE6. Event is after patient is released from hospital. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

~~26. FN: 40-4a~~

~~Title: Prosthetic cases~~

~~Authority: NN-166-204~~

~~Privacy Act: A0040DASG~~

~~Description: Information reflecting the type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar documents.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

26. FN: 40-5c

Title: Hospital inspection reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to internal sanitary inspections of hospitals, such as inspections of wards, quarters, messes and foods, and barber and beauty shops. Included are inspection reports, reports of corrective action taken, reclaims, and similar information.

Disposition: Code ~~KE6~~ K6. Keep in CFA until <sup>is</sup> no longer needed for conducting business, but not longer than 6 years, then destroy. *Event occurs and then until*

*KE6. Event being completion of next inspection.*

*KE6*

~~27. FN: 40-5g~~

~~Title: Preventive medicine inquiries~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Information related to furnishing routine technical data on preventive medicine matters to individuals, installations, and activities. Included is correspondence on such matters as handling, storage, and disposition of radioactive materials, safe levels of microwave radiation, toxicity of chemical substances and materials in military use, control of insects and rodents, waste disposal, and other preventive medicine matters.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

28. FN: 40-5i

Title: Dietary studies

Authority: NN-163-53

Privacy Act: Not applicable

Description: Information related to reviewing Army dietary standards and recommending changes where necessary. Included are studies and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

29. FN: 40-5l

Title: Sexually transmitted disease reports

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Data assembled for the control of sexually transmitted diseases. Included are periodic reports of new cases, contact reports, special telegraphic reports, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

~~30. FN: 40-14b~~

~~Title: Film badge controls~~

~~Authority: NN 166-204~~

~~Privacy Act: A0040-14DASG~~

~~Description: Information on the issue and control of dosimetry film badges. Included are requests for issue and turn-in of badges, documents used to record issues and turn-ins, and similar information.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

31.

FN: 40-14c3

Title: Personnel bioassays

Authority: NC1-AU-79-37

Privacy Act: A0040-14DASG

Description: Information on recording and reporting internal exposures of individuals to radioactive materials. Included are analyses of biological specimens, whole-body counts, and similar information.

Disposition: Other information: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

32.

FN: 40-16a

Title: Dental reports

Authority: NC1-AU-79-24

Privacy Act: Not applicable

Description: Summaries of dental services performed, cases diagnosed, operations performed, and similar information. Included are dental services reports, central dental laboratory reports, annual dental services reports, correspondence, and similar documents.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

33.

FN: 40-16b

Title: Dental worksheets and tabulations

Authority: NC1-AU-79-67

Privacy Act: Not applicable

Description: Information used in preparing dental reports and summaries. Included are worksheets, tabulations, and similar documents.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

34.

FN: 40-24a

Title: Medical laboratory performance

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on performance factors, number and source of specimens received, special laboratory investigations, training, status of equipment, workload backlog, and similar data. Included are letters, forms, printouts, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

35.

FN: 40-57a2

Title: DNA Registry Files

Authority: ~~NI-AU-93-4~~ NI-AU-97-31

Privacy Act: To be established

Description: Information relating to Deoxyribonucleic Acid (DNA) specimen collections (oral swabs and dried blood stains, tubes of blood) and computer files on donors and potential donors containing accession number, specimen locator information, collection date, place of collection, individual's name, social security number, right index fingerprint, signature, branch of service, sex, race and ethnic origin, address, place of birth, and similar relevant information. Statistical data expunged of personal identifying information needed for research and educational projects.



**Disposition:** Armed Forces Institute of Pathology, Walter Reed Army Medical Center: Statistical data used for research and educational projects: Code KE6. Event is end of project. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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~~36.~~ FN: 40-61b

~~Title: Medical materiel adoption~~

~~Authority: N1-AU-90-13~~

~~Privacy Act: Not applicable~~

~~Description: Information relating to requests for materiel demonstrations, examination, and evaluations.~~

~~Disposition: Code KE6. Event is completion of action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

WITHDRAWN

37.

FN: 40-61c

Title: Quality assurance of medical materiel

Authority: N1-AU-90-19

Privacy Act: Not applicable

Description: Information associated with Medical Materiel Quality Control. Includes quality control messages, materiel surveillance, storage of shelf-life items, medical materiel complaints, SB 8-75 series documents, and instruction for suspension, disposition, and recall of materiel.

Disposition: Code KE6. Event is completion of action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy

WITHDRAWN

38.

FN: 40-61d

Title: Medical Logistics assistance

Authority: N1-AU-90-19

Privacy Act: Not applicable

Description: Documents relating to the medical logistics assistance program. Includes the results of logistics assistance visits by activities such as U.S. Army Medical Materiel Agency (USAMMA) and Army medical commands.

Disposition: Code KE6. Event is completion of corrective action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

39.

FN: 40-61e

Title: Medical supply support

Authority: N1-AU-90-19

Privacy Act: Not applicable

Description: Documents relating to stockage, requisition and receipt, local purchase, storage, excess, disposal (to include records pertaining to the disposal of hazardous medical material), controlled or regulated or durable items, medical materiel complaints, and supply performance. To include records pertaining to handling, reporting procedures, and disposal of medical materiel.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

40.

FN: 40-61f

Title: Medical Equipment management

Authority: N1-AU-90-19

Privacy Act: Not applicable

Description: Documents relating to acquisition and property management of medical equipment, medical care support equipment, and Military Medical Benefits Property.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

41.

FN: 40-61i

Title: Medical equipment maintenance

WITHDRAWN

~~Authority: N1-AU-90-19~~

~~Privacy Act: Not applicable~~

~~Description: Documents pertaining to the maintenance of medical materiel. Includes maintenance engineering and maintenance operations.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

~~FN: 40-61j~~

~~Title: Medical logistic service~~

~~Authority: N1-AU-90-19~~

WITHDRAWN

~~Privacy Act: Not applicable~~

~~Description: Documents pertaining to medical logistics functions. Includes materiel distribution and collection systems, linen management, standardization of supplies and equipment, medical instrument recycling program, and optical fabrication.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

43.

FN: 40-63a

Title: Spectacle issues and receipts

Authority: NN-166-204

Privacy Act: A0040-DASG

Description: Information reflecting the diagnosis and types of spectacles prescribed in repeat refracture cases and receipt for spectacles issued. Included are cards, receipts, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

44.

FN: 40-66c

Title: Register number files

Authority: N1-AU-91-2

Privacy Act: A0040-66bDASG

Description: Information used to provide basic administrative and professional data on treatment of individual patients, and conditions. Included are duplicate copies of inpatient treatment record cover sheets in register number order.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

45.

FN: 40-121a

Title: Nonavailability statements

Authority: NN-166-204

Privacy Act: A0040-3cDASG

Description: Information used in authorizing civilian medical care for dependents of military personnel when local medical treatment facilities of the uniformed services are unable to provide the required treatment. Included are nonavailability statement forms and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

46.

~~FN: 40-330a~~

~~Title: Pay patient treatment information~~

~~Authority: NN-166-204~~

WITHDRAWN

~~Privacy Act: A0040DASG~~

~~Description: Retained copies of documents reflecting information on pay patients treated in Army medical facilities. Included are letters, forms, printouts, and similar information.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

47.

FN: 40-330c

**Title:** MEPRS data source files

**Authority:** N1-AU-93-3

**Privacy Act:** Not applicable

**Description:** Information and documents used in preparing Medical Expense and Performance Reporting System (MEPRS) reports. Included are worksheets, expense reports and other similar or related documents pertaining to the identification, collection, reporting, and analysis of cost, workload, personnel performance, and productivity data.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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48.

**FN:** 40-350a

**Title:** Bed availability files

**Authority:** NN-166-204

**Privacy Act:** A0040DASG and A0040-3cDASG

**Description:** Information relating to the availability and use of hospital beds. Included are cards, lists, and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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49.

**FN:** 40-400d2

**Title:** Medical statistical machine tabulations

**Authority:** NC-AU-75-29

**Privacy Act:** Not applicable

**Description:** Information reflecting statistical data extracted from the individual medical records and forwarded to the Department of the Army. Included are machine tabulations and related documents.

**Disposition:** Tabulations extracted to other permanent records: Code KE6. Event is completion of analysis. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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50.

**FN:** 40-400f

**Title:** Source documents

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information used in preparing personnel reports and punched cards. Included are admission worksheets, patient control registers, personnel accounting cards, change-in-status documents, and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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51.

**FN:** 40-400h

**Title:** Medical facility statistical feeder reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information used by medical treatment facilities for local administrative operations and as a source of statistical information to prepare recurring reports required by higher headquarters. Included are patient statistical reports, outpatient statistical reports, clinic statistical reports, operations statistical reports, dispensary statistical reports, eye, ear, nose, and throat examination statistical reports, pregnancy case statistical reports, and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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52.

**FN:** 40-400i

**Title:** Ward statistical reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information reflecting statistical data on ward patients. Included are ward morning reports, daily and weekly census, patient strength reports, ward patient rosters, and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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~~53.~~ FN: 40-400r

~~Title: Communicable disease reports (humans)~~

~~Authority: NN-166-204~~

WITHDRAWN

~~Privacy Act: Not applicable~~

~~Description: Information reflecting communicable diseases diagnosed in patients admitted by transfer or as casualties and among troops en route. Included are letters, forms, telegraphic messages, and similar information.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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54. FN: 40-400t

Title: Registrant examination summary reports

Authority: NN-166-204

Privacy Act: A0040-400DASG

Description: Summary information on the overall examination results, the causes for disqualification, and general physical and mental characteristics of registrants found acceptable for induction. Included are summary reports of registrant examinations for induction and related information used for medical statistical purposes.

Disposition: Code KE6. Event is completion of the project for which they are used. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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~~55.~~ FN: 40-400w

~~Title: Physical medicine reports~~

~~Authority: NN-166-204~~

WITHDRAWN

~~Privacy Act: A0040DASG~~

~~Description: Information such as treatment of patients in the physical medicine service, participation and treatment in occupational therapy, and disposition of patients. Included are physical medicine daily attendance reports relating to physical therapy and physical reconditioning, occupational therapy participation reports, reports to the hospital registrar, monthly reports of hospitalization of patients, and similar information.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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56. FN: 40-407f

Title: Register of operations

Authority: NN-174-005

Privacy Act: Not applicable

Description: Information reflecting surgical procedures performed in the hospital or clinic requiring anesthesia support or monitoring. Included are register of operations forms and related documents.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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57. FN: 40-407g

Title: Health nursing case files

Authority: NN-166-204

Privacy Act: A0040-407DASG

Description: Information relating to patient and family health care in connection with the Army health nursing program. Included are family record forms, case referral forms, and similar information arranged alphabetically.

WITHDRAWN

**Disposition:** Code KE6. Event is after close of case. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

58.

FN: 40-407h

**Title:** Family indices

**Authority:** NN-166-204

**Privacy Act:** A0040-66bDASG

**Description:** Information used for determining case load by program classification and for scheduling visits. Included are family index forms and related documents arranged alphabetically.

**Disposition:** Code KE6. Event is after close of case. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

59.

FN: 40-407i

**Title:** Statistical data

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information used in planning and evaluating services and providing data for periodic reports such as the outpatient report. Included are Army health nursing activities forms and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

~~60.~~

~~FN: 40-407k~~

~~**Title:** Patient condition reports~~

~~**Authority:** NC1-AU-84-30~~

~~**Privacy Act:** A0040DASG~~

~~**Description:** Information used to keep the chief of nursing service informed of each patient's condition and of ward activities which affect the workload and determine assignment of personnel. Included are 24-hour reports and similar information.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

61.

FN: 40-501a

**Title:** Medical standards/examinations

**Authority:** NC1-AU-81-66

**Privacy Act:** A0040DASG

**Description:** Information related to medical fitness standards and medical examination requirements for admission to the U.S. Military Academy Preparatory School and the U.S. Military Academy, (USMA) appointment, enlistment, and induction into the Active Army, retention, promotion, separation, flying duty, and mobilization, and similar circumstances. This information includes documentation and inquiries addressing the standards accumulated by the proponent of AR 40-501. It also includes information accumulated by medical facilities which conduct medical examinations. Included are copies of reports of medical examinations, medical history, and similar information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Note: The originals of Standard Forms 88 and 93 and related documents pertaining to USMA applicants will be forwarded in accordance with AR 40-501.

~~62.~~

~~FN: 40-656a~~

~~**Title:** Operational rations reports~~

~~**Authority:** NC1-AU-80-20~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Information reflecting class 4, 5, 6, 7, and 9 veterinary inspections of nonperishable foods. Included are inspection reports, recommendations on lot disposition, and sanitary inspections of Unit Basic Load Storage Facilities.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

63. ~~FN: 40-657b  
Title: Quality history records  
Authority: NC1-AU-79-56  
Privacy Act: Not applicable  
Description: Information reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and reflect actual performance over a period of time, explanations of unusual amounts of rejections, reports of corrective actions taken, reclamation, and reports of pre-award or miscellaneous surveys. Included are quality history records, reports of sampling inspections, procurement quality assurance for dairy product records, reports of test results, and similar documents.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

64. ~~FN: 40-657c  
Title: Food source listings  
Authority: NC1-AU-79-56  
Privacy Act: Not applicable  
Description: Information reflecting approved sources of foods of animal origin determined by sanitary inspections of the sources. Included are documents or publications showing the name, location of establishment for which Army approval has been granted, code of inspecting office, and related information.  
Disposition: Code KE6. ~~Event is supersession of the list.~~ Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

WITHDRAWN

65. ~~FN: 40-657d  
Title: Technical training files  
Authority: NC1-AU-79-56  
Privacy Act: Not applicable  
Description: Information reflecting technical training programmed and conducted to maintain unit efficiency. Included are technical training schedules, assignments of instruction personnel, lesson plans, reports of attendees, and similar information.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

66. ~~FN: 40-657e  
Title: Procurement inspection reports  
Authority: NC1-AU-79-56  
Privacy Act: Not applicable  
Description: Information reflecting the requirements for an inspection, items to be inspected, and results of inspections, classes 3, 4, and 8. Included are contracts, purchase orders, purchase descriptions, purchase agreements, reports of inspection, product verification records, testing results, contractors' certificate of conformance, United States Department of Agriculture (USDA) Certifications, net weight examination records, vendors' manifests, and similar information. Note: Information in the cutoff files that requires additional action or relates to reopened cases should be brought forward for filing in the current file.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

67. ~~FN: 40-657f  
Title: Surveillance inspection reports  
Authority: NC1-AU-79-56  
Privacy Act: Not applicable  
Description: Information reflecting classes 5, 6, 7, and 9 veterinary inspections. Included are inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, DD Forms 1225 (Storage Quality Control Reports), and similar information.~~

WITHDRAWN

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

68.

FN: 40-657g

WITHDRAWN

Title: Contractor agreements

Authority: NC1-AU-79-56

Privacy Act: Not applicable

Description: Information reflecting agreements with the contractor for veterinary inspection on subsistence contracts and evaluation of performance. Included are Plan for Inspection Job, Contractor Inspection System, Inspection System Evaluation, correspondence, and similar information.

Disposition: Code KE6. Event is supersession or obsolescence. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

69.

FN: 40-657h

Title: Quality data feedback

Authority: NC1-AU-79-56

Privacy Act: Not applicable

Description: Information reflecting requests for, and results of, Defense Logistics Agency quality audits, subsistence item surveys, consumer level quality audit program, special destination inspections, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

70.

FN: 40-657i

Title: Military food establishment reports

Authority: NC1-AU-80-20

Privacy Act: Not applicable

WITHDRAWN

Description: Information relating to the sanitary inspections of military facilities engaged in processing, handling, storing, and reselling subsistence items. Included are sanitary inspection reports, correspondence with facility managers and supervisors or commanders relating to inspection reports and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

71.

FN: 40-660a

Title: ALFOODACT messages

Authority: NC1-AU-79-56

Privacy Act: Not applicable

WITHDRAWN

Description: Information relating to recalls of foods, nonprescription drugs, nonprescription medical devices, and health and beauty aids.

Disposition: Code KE6. Event is completion of recall. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy

72.

FN: 40-905a

Title: Veterinary sanitation inspection of animal facilities

Authority: NC1-AU-85-71

Privacy Act: Not applicable

Description: Information relating to sanitary inspections of military animal facilities. Included are sanitary inspection reports, correspondence relating to inspection reports, and similar information.

Disposition: Code KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

KE6. Event is completion of next inspection.

KE6.

event occurs and then until

73.

FN: 40-905c

Title: Veterinary clinic and sick reports

Authority: NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to animals treated in veterinary clinics, dispensaries, or hospitals. Included are treatment reports and similar documents.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

74.

FN: 40-905d

**Title:** Privately owned animal records

**Authority:** NC1-AU-79-13

**Privacy Act:** A0040-905DASG

**Description:** Information pertaining to the health of individual animals, belonging to military members or their dependents, under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.

Note: Release to owner when owner is transferred or when owner is no longer entitled to veterinary care for his or her animal.

**Disposition:** Code KE6. Event is death of the animal, transfer of owner, or the last entry in the record. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

75.

FN: 40-905e2

**Title:** Military animal records

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information pertaining to the health of military animals under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.

**Disposition:** Records other than sentry dogs: Code KE6. Event is death of animal. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

76.

FN: 40-905f

**Title:** Animal death certificates

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information reflecting causes of animal deaths. Included are death certificates and related information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

77.

FN: 40-905g

**Title:** Child care center veterinary inspections

**Authority:** N1-AU-89-8

**Privacy Act:** Not applicable

**Description:** Information relating to sanitary inspections, humane treatment and care, facilities, housing and feeding of animals kept in child care centers for use by the staff and children.

**Disposition:** Code ~~K6~~. Keep in CFA until ~~no longer needed for conducting business, but not longer than 6 years, then destroy.~~

*KE6. Event is completion of next inspection.*

*KE6.*

*event occurs and then until*



50

**NUCLEAR AND CHEMICAL WEAPONS AND MATERIEL**

**Prescribing Directives**

AR 50-5--Nuclear Surety

AR 50-5-1--(C) Nuclear Weapon Security (U)

AR 50-6--Chemical Surety

AR 50-6-1--(C) Chemical Agent Security Program (U)

AR 50-115--Safety Rules for Army Nuclear Weapons

**Description:** These files relate to policies, studies and reviews, controls, and operating procedures pertaining to safety and reliability of nuclear weapons and related materiel, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jettison. These also include procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel.

**FN: 50**

**Title:** General nuclear and chemical weapons and materiel correspondence files

**Authority:** NN-167-31 and NN-165-192

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to nuclear and chemical weapons and materiel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Materials relating to nuclear and chemical weapons and materiel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**FN: 50-5-1a**

**Title:** Nuclear site upgrading files

**Authority:** NC1-AU-77-34

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Information relating to the nuclear weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.

**Disposition:** Code KE6. Event is completion of project. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**FN: 50-6-1a**

**Title:** Chemical site upgrading files

**Authority:** NC1-AU-77-34

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Information relating to the chemical weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.

**Disposition:** Code KE6. Event is completion of project. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.