

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO. N1-AU-90-19

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

DATE RECEIVED 5/9/90

1. FROM (Agency or establishment)  
Department of the Army  
 2. MAJOR SUBDIVISION  
U.S. Army Information Systems Command  
 3. MINOR SUBDIVISION  
DCSOPS (ASOP-MR)  
 4. NAME OF PERSON WITH WHOM TO CONFER  
Peter C. Criscuolo  
 5. TELEPHONE EXT.  
(602) 538-4746

NOTIFICATION TO AGENCY  
 IAW 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.  
 DATE ARCHIVIST OF THE UNITED STATES

9/16/91

*[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 1 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 X is unnecessary.

B. DATE: APR 10 1990 C. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]* D. TITLE: Chief, Policy and Management Division  
 JAY A. RASCHKE

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9. GRS OR<br>SUPERSEDED | 10. ACTION<br>TAKEN |
|-------------|-----------------------------------------------------------------------|-------------------------|---------------------|
|-------------|-----------------------------------------------------------------------|-------------------------|---------------------|

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 1 | Quality assurance of medical materiel<br><br>The Office of the Surgeon General, U.S. Army, has requested that the following file number and disposition instruction be established for the management of information on medical materiel quality assurance.<br><br>FN: 40-61c<br>Title: Quality assurance of medical materiel<br>Authority: To be determined<br>Privacy Act: Not applicable<br>Description:<br>Information associated with Medical Materiel Quality Control (MMQC). Includes quality control messages, materiel surveillance, storage of shelf-life items, medical materiel complaints, Supply Bulletin 8-75 series documents and instructions for suspension, disposition, and recall of materiel.<br>Disposition:<br>Destroy 2 years after completion of action. |  |  |
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|                                                                                                    |                                                                                                                                                                                                                                                                 |                                |
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| 1. FROM (Agency or establishment)<br>Department of the Army                                        | NOTIFICATION TO AGENCY                                                                                                                                                                                                                                          |                                |
| 2. MAJOR SUBDIVISION<br>U.S. Army Information Systems Command                                      | IAW 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. |                                |
| 3. MINOR SUBDIVISION<br>DCSDPS (ASQP-MR)                                                           | DATE                                                                                                                                                                                                                                                            | ARCHIVIST OF THE UNITED STATES |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Peter C. Criscuolo                                        |                                                                                                                                                                                                                                                                 |                                |
| 5. TELEPHONE EXT.<br>(602) 538-4746                                                                |                                                                                                                                                                                                                                                                 |                                |

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A. GAD concurrence:    is attached; or   X   is unnecessary.

|                        |                                                                |                                                   |
|------------------------|----------------------------------------------------------------|---------------------------------------------------|
| B. DATE<br>APR 10 1990 | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jay R. Raschle</i> | D. TITLE<br>Chief, Policy and Management Division |
|                        | JAY R. RASCHLE                                                 |                                                   |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 9. GRS OR<br>SUPERSEDED | 10. ACTION<br>TAKEN |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------|
| <u>2</u>    | Logistics assistance files<br><br>The office of the Army Surgeon General has requested the following file number be established for the management of information relating to logistics assistance of medical materiel.<br><br>FN: 40-61d<br>Title: Logistics assistance<br>Authority: To be determined<br>Privacy Act: Not applicable<br>Description:<br>Documents relating to the Logistics Assistance Program. Includes the results of logistics assistance visits by activities such as USAMMA and Army medical commands.<br>Disposition:<br>Destroy after two years. |                         |                     |

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 4. NAME OF PERSON WITH WHOM TO CONFER Peter C. Criscuolo  
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A. GAO concurrence: is attached; or X is unnecessary.

B. DATE APR 10 1990 C. SIGNATURE OF AGENCY REPRESENTATIVE [Signature] D. TITLE Chief, Policy and Management Division  
 JAY A. RASCHKE

7. ITEM NO. 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 9. GRS OR SUPERSEDED 10. ACTION TAKEN  
 JOB CITATION: (NARS USE)

3

Medical supply support  
 The office of the Army Surgeon General has requested that the following file number and disposition instruction be established for the management of information relating to medical materiel supply.  
 FN: 40-61e  
 Title: Medical supply support  
 Authority: To be determined  
 Privacy Act: Not applicable  
 Description: Documents relating to stockage, requisition and receipt, local purchase, storage, excess, disposal, controlled/regulated/durable items, medical materiel complaints, and supply performance. to include records pertaining to the disposal of hazardous medical materiel.  
 Destroy after two years, when superseded, or when obsolete.

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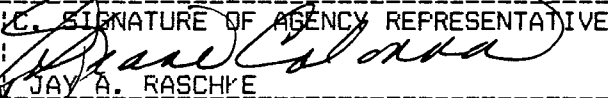
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D. TITLE  
 Chief, Policy and Management Division

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4

|                                                                                                                                                                                                                                     |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Equipment management                                                                                                                                                                                                                |  |  |  |
| The office of the Army Surgeon General has requested that the following file number and disposition instruction be established for the management of information relating to medical equipment acquisition and property management. |  |  |  |
| FN: 40-61f                                                                                                                                                                                                                          |  |  |  |
| Title: Equipment management                                                                                                                                                                                                         |  |  |  |
| Authority: To be determined                                                                                                                                                                                                         |  |  |  |
| Privacy Act: Not applicable                                                                                                                                                                                                         |  |  |  |
| Description:                                                                                                                                                                                                                        |  |  |  |
| Documents relating to equipment acquisition policy, Medical Care Support Enhancement (MEDCASE), and property management to include Military Medical Benefits Property (MMBP).                                                       |  |  |  |
| Disposition:                                                                                                                                                                                                                        |  |  |  |
| Destroy after three years. Documents pertaining to Precious Metals Recovery should be destroyed after five years unless needed for audit purposes.                                                                                  |  |  |  |

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4. NAME OF PERSON WITH WHOM TO CONFER

Peter Criscuolo

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JAY A. RASCHKE

Chief, Policy and Management Division

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10. ACTION

(With Inclusive Dates or Retention Periods)

SUPERSEDED

TAKEN

JOB CITATION: (NARS USE)

5

Medical sets, kits, and outfits

The office of the Army Surgeon General has requested the following file number be established for the management of information relating to the control of medical equipment sets (MES).

FN: 40-61g

Title: Medical sets, kits, and outfits (MES)

Authority: To be determined

Privacy Act: To be determined

Description:

Documents relating to policy and procedures for the issue, turn-in, accounting, storage, and reporting of MES.

Disposition:

Destroy when superseded, obsolete, or no longer needed for current operations.

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6

Medical mobilization programs

The office of the Army Surgeon General has requested the following file number and disposition instruction be established for the management of information on medical mobilization programs.

FN: 40-61h  
 Title: Medical mobilization programs  
 Authority: To be determined  
 Privacy Act: Not applicable  
 Description:  
 Documents relating to policies and procedures for the management of mobilization and medical materiel programs.  
 Disposition:  
 Destroy when superseded, obsolete, or no longer needed for current operations.