

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

The Adjutant General Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Lillian B. Faison

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUL 27 1976</b>	JOB NO. <b>NC1-ACI-76-58</b>
NOTIFICATION TO AGENCY	
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 "with-drawn" in column 10.	
<u>10-22-76</u> (Date)	<u>James B. Hooley</u> Archivist of the United States

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.

16 July 76  
Date

S. J. Pomrenze  
S. J. POMRENZE  
(Signature of Agency Representative)

Chief, Records Management Division  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PRACTITIONER CREDENTIALING FILES (FN 912-04, AR 340-18-9). Documents relating to the granting or denying of membership on hospital staffs and delineation of specific clinical privileges, accumulated in hospitals. Included are application for membership and specific clinical privileges; approval, denial and reason therefor; copies of diplomas; letters from State Boards of Medical Examiners, specialty boards, previous employers, and related documents validating experience and documenting demonstrated ability.</p> <p>Destroy 3 years after departure of individual.</p> <p>Request authority to establish disposition instructions, as stated above, for practitioner credentialing files. These files accumulate in Army hospitals. There is presently no file number in the AR 340-18 series and they are being maintained as an unidentified file. The proponent for these records has determined that 3 years after the departure of the individual is sufficient time to retain these records since experience has shown that by the end of a three year period all requests for references or need for data contained in the files have ceased.</p>		

*Copy to Agency 11/9/76*