

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 A4 78 49	
DATE RECEIVED 7 FEB 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-27-79 Date	James E. O'Neil Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

Office of The Adjutant General

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Doris Tench

5. TEL EXT

693-0975

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 9 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
6 Feb 78	<i>Guy B. Oldaker</i>	Chief, Records Management Division

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	AR 340-18-9, Maintenance and Disposition of Medical Functional Files.  Files descriptions and dispositions described in the attached 6 sheets pertain to medical functional files accumulated in and administered by the Department of the Army.  <del>Request approval of permanent retention.</del>		10 items

*Closeout  
12-10-79  
to agency*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>9</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Withdrawn</i></p>	<p>903-02 <i>Item 1</i></p> <p>Medical statistical reporting files. Documents reflecting statistical information on such matters as strength, admission, disposition, and number of patients under treatment at medical facilities, patients occupying beds, days lost by patients, outpatient treatments, specialized type of treatment, and similar data. Included are reports on bed and patients, morbidity, outpatient specialized type of treatment, and similar or related documents.</p> <p>Office performing Army-wide staff responsibility: <i>Morbidity and outpatient reports: Permanent. Retire after 10 years in CFA except oversea unit reports will be retired after 2 years. Other reports: Destroy after 10 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>• Patient Administration Systems and Biostatistics Activity, Health Services Command, Fort Sam Houston, Texas</p>
<p>3. CURRENT VOLUME.</p>	<p>110.5 Cu. Ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>6 Cu. Ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerical order (by Medical Treatment Facility number), by year (chronologically)</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain documents of probable informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-400 AR 40-418</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>9</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Withdrawn</i></p>	<p><b>903-09</b></p> <p><i>Item 2</i></p> <p>Health and hospitalization data files. Documents reflecting statistical data on morbidity and mortality outpatient treatments, hospital bed capacity and utilization, patient flow and census, and related statistical data extracted from reports received from field medical activities. These documents are maintained by the office performing Army-wide staff responsibility. Included are posting cards, posting sheets, and similar or related documents.</p> <p>Permanent. Retire when no longer needed for current operations.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Patient Administration Systems and Biostatistics Activity, Health Services Command, Fort Sam Houston, Texas</p>
<p>3. CURRENT VOLUME.</p>	<p>34 Cu. Ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>None. These files have been closed out. Records will be retained in CFA until medical statistics history of Vietnam is completed.</p>
<p>5. ARRANGEMENT (ALPHA NUMERIC, CHRONO).</p>	<p>Numerical within yearly blocks (chronologically).</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain documents of probable informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-400 AR 40-418</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after <del>creation</del> <i>cut off</i>.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>9</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Withdrawn</i></p>	<p>993 17</p> <p><i>Item 3</i></p> <p>Medical statistics data-source files. Documents relating to inter-pretation of data on morbidity, mortality, hospitalization, casualty logistics, physical disqualification for military service, nosology, military and general biostatistical methods, and similar matters. This data is not readily available elsewhere and is required for effective performance of the US Army medical statistics function. Included are selected completed studies reports, compilations, copies of professional or technical correspondence, and similar or related documents.</p> <p>Permanent. Retire when no longer needed for current operations.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Patient Administration Systems and Biostatistics Activity, Health Services Command Fort Sam Houston, Texas</p>
<p>3. CURRENT VOLUME.</p>	<p>30.67 Cu. Ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>11.33 Cu. Ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerical order (by Medical Treatment Facility number), within yearly blocks (chronologically).</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc.)</p>	<p>AR 40-400 AR 40-418</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

<p>1. AR 340-18- <u>9</u> FILE NUMBER AND DESCRIPTION.</p> <p><i>Withdrawn</i></p>	<p>923-08 <i>Item 4</i></p> <p>Epidemic disease reporting files. Documents reflecting epidemic diseases occurring at military stations or field units. Included are letters, forms, telegraphic messages, and similar or related documents.</p> <p>Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>DASG-HCH-D Office of The Surgeon General</p>
<p>3. CURRENT VOLUME.</p>	<p>4 Cu. ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>.33 Cu. ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetically within years</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains documents with probable informational value.</p>
<p>7. REQUIRING DIRECTIVE.</p>	<p>AR 40-5 - Reports are submitted as diseases occur.</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <u>20</u> years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>9</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>925-01 <i>Item 5</i></p> <p>Preventive dentistry files. Documents relating to the establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings; correspondence on professional or technical matters with individuals, associations, societies, and commercial concerns; and similar or related documents.</p> <p>Office performing Army-wide staff responsibility: <del>Permanent</del>. <i>Destroy when 10 years old.</i> Other offices: Destroy after 5 years.</p> <p><i>change made per conversation with Army.</i> <i>gm</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>OTSG (DASG-DC), Office of The Surgeon General</p>
<p>3. CURRENT VOLUME.</p>	<p>Negligible amount</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>None</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronologically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>See attached <del>Contains records of probable informational and evidential value.</del></p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-3</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p><del>The permanent files described above will be offered to the National archives 20 years after creation.</del></p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>9</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Withdrawn</i></p>	<p><i>929-65</i> (was 928-08) <i>Item 6</i></p> <p>Communicable disease reporting files. Documents relating to cases of animal communicable diseases transmissible from animal to animal and from animal to man. Included are letter reports of appearance of first case of disease, report of notification of communicable disease to military or civilian authorities, and similar or related documents. Office performing Army-wide staff responsibility: Permanent.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>DASG-VCP, Office of The Surgeon General</p>
<p>3. CURRENT VOLUME.</p>	<p>.11 cu. ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>.05 cu. ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronologically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain documents of probable historical value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-658</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	