

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 A47858
DATE RECEIVED	17 FEB 1978
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
2-22-78 <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

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.
31937

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 _____ 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 <u>9 Feb 78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE GUY B. OLDAKER Chief, Records Management Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Medical Facility Incident Reporting Files (FN 908-09, AR 340-18-9). Documents relating to involvement of a patient in an unusual occurrence or accident in a medical facility. Included are reports of unusual occurrences and related documents.</p> <p>Disposition: Destroy in CFA after 7 years.</p> <p>Request authority to establish new disposition standard described above for Medical Facility Incident Reporting Files. These records are now being maintained under the Nursing Service subfunction, FN 915-07, AR 340-18-9 for a period of 50 years. The retention of incident reports is necessary only for the statute of limitation period; seven years being the maximum. Documentation supporting complications and treatment given in unusual incidents is retained in the military clinical record for 50 years and 25 years for civilians. These records should be transferred from the Nursing Service subfunctional category to Medical Treatment Facility Reporting File subfunctional category since the governing regulation, AR 40-407, requires that record copies of these reports be maintained in the office of the hospital commander. Presently they are being filed in the Nursing Service Units. To insure proper filing and protection of these reports FN 915-07</p>	NN-174-005	

115-107 Sent to agency & NNX - 2/24/78

DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

will be rescinded and users instructed to FN 908-09. In addition, nursing personnel are not the only users of these reports; doctors responsible for the patient's care at the time of the incident must prepare "Recommended Action" reports.