

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

*Rec. 12/11/78*

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

LEAVE BLANK	
JOB NO	
NC1-AU-79-13	
DATE RECEIVED	
December 11, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-19-78 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

1. FROM (AGENCY OR ESTABLISHMENT) Department of the Army	
2. MAJOR SUBDIVISION The Adjutant General	
3. MINOR SUBDIVISION Records Management Division	
4. NAME OF PERSON WITH WHOM TO CONFER D. L. Pate	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 1 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 7 Dec 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE 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><u>Privately Owned Animal Record Files (929-02)</u></p> <p>Documents pertaining to the health of individual animals under the care of an Army Veterinarian belonging to military members or their dependents. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar or related documents.</p> <p>NOTE: Release to owner when owner is transferred or when owner is no longer entitled to veterinary care for his or her animal.</p> <p>Disposition: Destroy upon death of the animal, transfer of owner, or when the animal's rabies vaccination expires.</p> <p>Additional Information: The military treatment facility does not always know when the animal dies or the owner is transferred and a large percentage of the owners are retired members who cannot be required to "clear" the veterinary facility.</p>		

*sent to Agency + NNM  
12-26-78 MHL*

**APPRAISAL REPORT ON DISPOSITION OF RECORDS**

DATE

12 December 78

JOB NUMBER

NCl-AU-79-13

**SECTION I - APPROVED FOR DISPOSAL**

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

Item 1: Privately Owned Animal Health Record Files, File Number 929-02.

GENERAL ACCOUNTING OFFICE CONCURRENCE

N/A

SEE COMMENTS OR ATTACHED LETTER.

**SECTION II - APPROVED FOR PERMANENT RETENTION**

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

None.

**SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM**

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

None.

**SECTION IV - DISPOSAL NOT APPROVED**

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

None.

**SECTION V - WITHDRAWN**

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

None.

SIGNATURE OF APPRAISER

*J. Wallace*

*12/15/78*

**SECTION VI - APPROVAL/CONCURRENCES**

APPROVAL	DIRECTOR, RECORDS DISPOSITION DIVISION	DATE
	<i>[Signature]</i>	<i>12/15/78</i>
CONCURRENCES		DATE
		DATE
		DATE

**SECTION VII - APPRAISER'S RECOMMENDATION**

COMMENTS:

These records have been previously approved for disposal.

## 929 VETERINARY ANIMAL SERVICE FILES

These files pertain to the care of military and privately owned animals.

File No.	Description	Disposition
929-01	Veterinary clinical and sick reporting files. Documents relating to animals treated in veterinary clinics, dispensaries, or hospitals. Included are treatment reports and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
929-02	<u>Privately owned animal record files.</u> Documents pertaining to the health of individual animals under the care of an Army veterinarian belonging to military members or their dependents. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar or related documents. <i>Note.</i> Release to owner when owner is transferred or when owner is no longer entitled to veterinary care for his or her animal.	<u>Destroy 1 year after death of the animal or transfer of owner.</u>
929-03	Military animal record files. Documents 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 or related documents.	★Sentry dog records: Forward to Department of Defense Dog Center, ATTN: WHVS, Lackland Air Force Base, TX 78236, when dog is separated from the service and disposed of. Other records: Destroy 1 year after death of animal.
929-04	Animal death certificate files. Documents reflecting cause of animal deaths. Included are death certificates and related documents.	Destroy after 6 months or on discontinuance, whichever is first.

*Current disposition*



General  
Services  
Administration

National Archives  
and  
Records Service Washington, DC 20408

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Date . . . 12 December 1978  
Reply to  
Attn of J. L. Wallace, NCD  
Subject : Disposition Job No. NCI-AU-79-13  
To . . . Thomas W. Wadlow, Director, NCD

The current disposition authority for privately owned animal health files is inadequate and, as a result, these files are accumulating in Army veterinarian offices. The proposed disposition will correct this problem by adding to the disposal criteria authority to destroy after expiration of rabies vaccination. I asked Mr. Pate, who is handling this SF-115 for Army, if it might not be wise to provide for a short holding period following the expiration of the vaccination. He said that this had been discussed but that they had concluded it would not be necessary.. I recommend that this SF-115 be approved as submitted.

J. L. WALLACE