REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO: NI-NU-87-2

DATE RECEIVED: 8-17-87

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

1 FROM *(Agency or establishment)*: Department of the Navy

2 MAJOR SUBDIVISION: Naval Medical Command

3 MINOR SUBDIVISION: MEDCOM 313

4 NAME OF PERSON WITH WHOM TO CONFER: Theresa Bumgardner (NAVDAC Code 812)

5. TELEPHONE EXT.: (202) 433-4217

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required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: 11-3-87

ARCHIVIST OF THE UNITED STATES: Frank G. Burke

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 ☒ is unnecessary

B DATE: 8/12/87

C SIGNATURE OF AGENCY REPRESENTATIVE: for R. L. GLASS, K. A. Harting

D TITLE: Head, Navy Directives, Postal and Records Management Directorate

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
1.	SECNAVINST 5211.5C/SSIC 6320/7: 7. PHARMACY RECORDS a. Prescriptions, Formularies, and Drug Lists (1) Prescription forms, including "poly-prescription" forms. RETENTION PERIOD: Destroy when 2 years old. (2) Formularies and drug lists (reference publications listing medical substances, formulas, etc., and locally prepared listings of drugs) RETENTION PERIOD: Destroy when 2 years old, outdated, superseded, or no longer needed for reference, ~~whichever~~ whichever is earlier. b. Narcotics, Alcohol, and Controlled Drug Inventories and Accounting Records RETENTION PERIOD: Destroy when 2 years old. copies to: NAVY, NCF 11/5/87 Enclosure (1)		(3, items)

115-108

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STANDARD FORM 115 (REV 8 83)
Prescribed by GSA
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