

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-218-00-012

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/5/2021.

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 33, Electronic systems at combatant command that serve as a feeder system to the joint systems where feeder system data is transferred to the joint system.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-218-10-005 supersedes items 1-30.

DAA-GRS-2016-0016-0002 supersedes item 31.

DAA-GRS 2017-0003- 0001 supersedes item 32.

1100 SERIES - MEDICAL

1101 GENERAL MEDICAL ADMINISTRATION

1101-01 Directives and guides relating to the administration of medical activities
Which are: maintained by any JS/combatant command activity

① *Destroy/delete when superseded or obsolete. Authority:*

1101-02 Correspondence and memorandums relating to the administration of medical activities
Which are: maintained by any JS/combatant command activity

② *Cut off annually. Destroy/delete when 3 years old. Authority:*

~~1101-03 Which are: maintained by any JS/combatant command activity for reference. (non-record)
Destroy/delete when no longer needed for reference.~~

1102 PREVENTIVE MEDICINE MATTERS

1102-01 Policies, procedures, and guidance relating to preventive medicine matters
Consisting of documents governing general health, immunization policy, anthrax tracking programs, biological and chemical defense

Which are: maintained by any JS/combatant command activity as the official record copy
③ *Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1102-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy
④ *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1102-03 Files relating to routine and administrative activities and events within preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy
⑤ *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1102-04 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference~~

1103 MEDICAL LOGISTICS SUPPORT

1103-01 Policies, procedures, and guidance relating to medical logistics support
Documents include publications, directives and instructions governing medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy
⑥ *Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1103-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy
⑦ *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1103-03 Files relating to routine and administrative activities and events regarding medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy
⑧ *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1103-04 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1104 MEDICAL DOCTRINE

1104-01 Policies, procedures, and guidance relating to medical doctrine

Documents include publications, directives and instructions governing the formulation of medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy

9 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1104-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy

10 Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1104-03 Files relating to routine and administrative matters regarding medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy

11 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1104-04 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1105 MEDICAL STRATEGIC PLANS

1105-01 Records relating to the formulation of medical strategic plans

Consisting of: correspondence, reports, directives, briefings, studies, and other related documents relating to readiness, training, and wartime requirements

Which are: maintained by any JS/combatant command activity as the official record copy

12 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1105-02 Files relating to routine and administrative matters regarding medical strategic plans

Which are: maintained by any JS/combatant command activity as the official record copy

13 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1105-03 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1106 MEDICAL OPERATIONAL SUPPORT PLANNING

1106-01 Records relating to the formulation of medical operational support planning

Consisting of correspondence, reports, directives, briefings, studies, and other documents relating to the development of OPLANs and CONPLANs

Which are: maintained by any JS/combatant command activity as the official record copy

14 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1106-02 Files relating to routine and administrative matters regarding medical operational support planning

Which are: maintained by any JS/combatant command activity as the official record copy

15 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1106-03 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1107 FORCE HEALTH PROTECTION (FHP)

1107-01 Records relating to the development of FHP Communication Plan including correspondence, reports, directives, briefings, studies, and other documents

Which are: maintained by any JS/combatant command activity as the official record copy

(16) Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1107-02 Files relating to routine and administrative matters regarding the FHP Communication Plan

Which are: maintained by any JS/combatant command activity as the official record copy

(17) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1107-03 Which are: reference copies of all above items held by any activity (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1108 AEROMEDICAL EVACUATION RECORDS

1108-01 Files relating to oversight of aeromedical evacuation including correspondence, staff papers, reports, and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

(18) PERMANENT, Cut off annually, destroy/delete 10 years after cutoff unless needed longer for reference activities. Authority: *per S. Smith e-mail, 7-23-02*
hold 5 years then transfer by CY block to inactive storage, when 25 years old,

1108-02 Files relating to operational activities and events involving aeromedical evacuation *transfer to NARA after*
Which are: maintained by any JS/combatant command activity as the official record copy *declassification review*

(19) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1108-03 Files relating to routine and administrative activities and events within aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

(20) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1108-04 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1109 MEDICAL EXERCISES/OPERATIONS

1109-01 Policies, procedures, and guidance relating to medical exercises and operations e.g., MEDFLAG, JTF NOBLE ANVIL

Which are: maintained by any JS/combatant command activity as the official record copy

(21) Permanent. After revision, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1109-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

(22) Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1109-03 Files relating to operational activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

(23) Cut off upon completion of final report, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1109-04 Files relating to routine and administrative activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

(24) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1109-05 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference~~

1110 MEDICAL, STATISTICAL, AND RELATED REPORTS

1110-01 Medical, statistical, and related reports

Consisting of: special studies and reports that have substantive value

Which are: maintained by any JS/combatant command activity as the official record copy

(25) *Permanent. Cut off annually by CY, hold 5 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1110-02 Medical, statistical, and related reports

Consisting of: special studies and reports that have no substantive value

Which are: maintained by any JS/combatant command activity as the official record copy

(26) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1110-03 Which are maintained by other activities for reference (nonrecord)~~

~~Destroy/delete when no longer needed.~~

1111 MILITARY PERSONNEL HEALTH RECORDS

~~1111-01 Active duty/reserve military personnel health records~~

~~Which are: held by JS/combatant command activities~~

~~Return to individual/service and apply appropriate service disposition schedule~~

1112 CIVILIAN EMPLOYEE MEDICAL RECORDS

~~1112-01 Civilian Employee Medical Records (EMF)~~

~~Information reflecting outpatient medical care and treatment furnished to individual civilian employees~~

~~Which are: maintained by any JS/combatant command activity as the official record copy~~

~~These EMF records are Office of Personnel Management records and controlled under the General Records Schedule (GRS) 1 item 21 a. Forward file of reassigned individual to medical treatment facility of record upon request. b. Transfer records of separated or retired individuals to servicing Civilian Personnel Office for retirement. c. The OPM is the authorized custodian of these records. Transfer and destroy these records in accordance with OPM instructions.~~

1113 FAMILY ADVOCACY CASE RECORDS

Documents relating to established or suspected cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are DD Form 2404 (Child/Spouse Abuse Incident Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents

1113-01 Family advocacy case records: substantiated cases and unsubstantiated-unresolved cases

Which are: maintained by any JS/combatant command activity as the official record copy

(27) *Cut off and transfer to NPRC (MPR) National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132, 2 years after end of CY in which case review committee determination was made or treatment ends. Destroy as a family group 25 years after end of CY in which case review committee determination was made or treatment ends.*

Note: Unsubstantiated-unresolved cases may be transferred to social work services or other mental health treatment or continued as a voluntary at-risk case, or they may be used in combination with other unsubstantiated-unresolved reports to create sufficient information for a substantiated report.

1113-02 Family advocacy case records: unsubstantiated/did not occur

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 2 years after end of CY in which case review committee determination was made.

28

Note: During the period of retention, if there is a new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be reassessed.

1114 SUBSTANCE ABUSE RECORDS

1114-01 Substance abuse records

Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program. Included are results of biochemical urine analysis and other tests, individualized treatment plans, observations of, patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.

29

1115 MENTAL HEALTH RECORDS

1115-01 Mental health records

Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment)

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.

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1116 MEDICAL ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1116-01 Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Destroy/delete within 180 days after the recordkeeping copy has been produced.

31

1116-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is completed.

32

1117 MEDICAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

1117-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.

Authority:

33

~~1117-02 Which are: joint system is unscheduled
Submit SF 115 to NARA for feeder and/or joint systems~~