

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-330-10-3</i>	
1 FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>2/18/2010</i>	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records and Declassification Division, ESD, WHS		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Luz D Ortiz	5 TELEPHONE (703) 588-6838	DATE <i>3 Aug 12</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

**6 AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 2/18/2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert Storer	TITLE Chief, Records and Declassification Division
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>OFFICE OF THE UNDER SECRETARY OF DEFENSE (OUSD) PERSONNEL &amp; READINESS (P&amp;R)</p> <p>Consolidated Records Schedule for the Military Service Treatment Record (STR)</p> <p>This schedule will apply to all the Armed Forces See attached pages for complete description and disposition instructions</p>		

**SF 115 Submission for scheduling with (National Archives and Records Administration (NARA):**

**OFFICE OF THE UNDER SECRETARY OF DEFENSE (OUSD) PERSONNEL & READINESS (P&R)**

**BACKGROUND:**

The Armed Forces Military Service Treatment Record (STR) is a chronological record documenting the medical and/or dental care and treatment received primarily outside of a hospital (outpatient), but may contain a synopsis of any inpatient hospital care and/or mental health treatment related to the Armed Forces members' service. The STR is the property of Department of Defense (DOD) and ultimately, the United States Government. All military STR documentation is used by the Department of Veterans Affairs (VA) to determine eligibility for service-connected compensation and pension benefits, should a claim be filed. DoD and VA may negotiate to transfer legal custody of the STRs to the VA to support their mission of service to veterans. At the time of this submission, the STR is the most complete available record of the service member's treatment. This schedule will apply to all the Armed Forces.

The STR forms used to record information pertaining to the care and treatment of the Armed Forces member varies with each Service. The STR documentation is vital in determining Armed Forces member/veteran's eligibility for benefits during the claims process, as well as adding value to longitudinal military health research, demographic studies, and/or genealogical investigative health research from family members.

In addition, the Official Military Personnel File (OMPF) disposition schedule (N1-330-04-1, July 8, 2004) may contain portions (compilation) of the Armed Forces members' medical treatment, however, it is not definitive as to which portions this may include. The SF 115, dated January 30, 2002 (N1-330-01-2) applies to Armed Forces members' inpatient care, as well as the dependent inpatient and outpatient health records, which constitute the Non-Service Treatment Record (NSTR).

All STR information is subject to the applicable provisions of the Privacy Act, Health Insurance Portability and Accountability Act (HIPAA), and the Freedom of Information Act. See System of Records Notice: Medical Record System (December 9, 2003, 68 FR 68609), Dental Health Records (May 20, 2003, 68 FR 27540), Automated Medical/Dental Record System (August 29, 2003, 68 FR 51998).

This series incorporates DoD Component Schedules noted within the DoD Component regulations (Army Regulation 40-66, Navy MILPERSMAN 6150, and Air Force Records Information Management System (AFRIMS)).

**Definitions:**

Armed Forces - Army, Army Reserve, Army National Guard, Navy and Marine Corps including Naval and Marine Reserves, Coast Guard, Coast Guard Reserve, Air Force, Air Force Reserve,

Air National Guard, Air Force Reserve Officer Training Corps (ROTC) personnel at summer camp training, and Cadet STRs

Medical Treatment Facility – A facility established for the purpose of furnishing medical and/or dental care to eligible individuals

Separation - retirement, discharge, or at the end of active obligated service

#### **ITEM 1**

**File Title:** Armed Forces Military Service Treatment Record (STR)

**Description:** The Armed Forces Military Service Treatment Record (STR) is a chronological record (electronic or paper) documenting the medical and/or dental care and treatment received primarily outside of a hospital (outpatient), but may contain a synopsis of any inpatient hospital care and/or mental health treatment related to the Armed Forces members' service. This item also includes the STRs of members who have not successfully completed the initial entry training or the accession programs

This item includes, but is not limited to

1 Armed Forces Military Service Treatment Record (STR) Medical/Dental Records (outpatient)

This item does not apply to STRs which are currently located in the following permanent records

- a) OMPFs transferred to NPRC, St Louis prior to 1995, and
- b) VA's XC Folders (deceased Veteran's Claims folders) located at FRCs

**Disposition:** TEMPORARY Destroy/Delete 100 years after the Date of Separation of the member from the Armed Services

The following action will be taken depending on the media as applicable

#### **Paper STR Information:**

1a If the member does not initiate a VA claim upon date of separation, the Services shall transfer the paper STR information to Veterans Affairs Records Management Center (VA RMC), P O Box 5020, St Louis, Missouri, 63115 or by commercial vendor to VA Records Management Center, 4300 Goodfellow Blvd, Bldg 104, St Louis, Missouri 63120

1b If the member initiates a VA claim, the Services shall transfer the paper STR information upon date of separation to a specific Veterans Affairs Regional Office (VARO) of jurisdiction

1c The VA shall transfer the paper STR information to the National Personnel Records Center (NPRC)/ Federal Records Centers (FRC) when VA no longer has a business need for the paper STR information

1d At the time of transfer of the paper STR information to the NPRC/FRC, the transferring agency, VA, DoD and the Military Services shall adhere to NARA standards and guidance in effect at the time

1e Transferred paper STR information may be recalled by the Military Services from the VA/NPRC/FRC to support a business need

**Scanned Paper:**

The DoD and the Military Services shall destroy the paper STR information only after completion of scanned electronic imaging and upon verification by DoD and the Military Services that an image is readily available for access by authorized users in a repository through a portal or any other mode of access. Such verification may occur during the conversion process or via a quality assurance check. The scanned electronic STR information will be maintained as the record copy.