

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-330-88-3	DATE RECEIVED 3/3/88
1. FROM (Agency or establishment) Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Washington Headquarters Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5. TELEPHONE EXT. 695-0970	DATE 8/26/88	ARCHIVIST OF THE UNITED STATES <i>Claudia Tucker</i>
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 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, 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 2 May 88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>H. D. NEELEY</i>	D. TITLE Records Administrator
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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 GRS OR SUPERSEDED JOB CITATION	10.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	UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES STUDENT RECORD FILES 912-01 Student Promotions Committee (SPC) Files Originals of proceedings of SPC relating to proficiency, deficiency, graduation, elimination of students and other matters referred to the SPC Disposition: COFF upon graduation, transfer, withdrawal or death (GTWD) of student. Hold in CFA 5 years; trf to WNRC; destroy after 50 years. 912-02 Training Progress Files <u>Revised - see page 4</u> Individual student records of training/education, indicating subjects studied, number of hours devoted to their study, final grade in each subject and/or reason for noncompletion of the course. Disposition: COFF upon graduation, transfer, withdrawal or death of student. Hold in CFA 5 years; trf to WNRC; destroy after 50 years. 912-03 Academic Transcripts and Case Files Educational credit transcripts/other related records required for retention by college/university accrediting organization.	(Approved New) 24/8/88	Date Date Agency representative

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	<p>Disposition: COFF upon GTWD, hold in CFA 3 years; trf to WNRC; destroy after 50 years.</p> <p>912-04 Admission Records Files <u>Revised see page 4</u></p> <p>Selection Matriculate records</p> <p>Disposition: COFF end of school year (May). Dest in CFA after 5 years after GTWD of student.</p>		
3.	<p>912-03 Graduate Education Committee (GEC) Records</p> <p>Originals of proceedings of GEC regarding all matters relating to graduate student academic progress; other matters referred to the GEC, excluding policy-type information.</p> <p>Disposition: COFF upon GTWD, hold in CFA 3 years; trf to WNRC; destroy after 50 years.</p>		
4.	<p style="text-align: center;">Graduate science and Medical Admission</p> <p>912-04 Matriculant Record Files</p> <p>Individual student records containing required documents for application/selection/completion of program. Each record also contains records on education, indicating subject studied, number of quarter credit hours, final grade in each subject, and/or reason for non-completion of course. Other related documents required by college/university accrediting organizations.</p> <p>Disposition: COFF upon GTWD, hold in CFA 5 years; transfer to WNRC; destroy after 50 years.</p>		
5.	<p>912-05 Nonselect NonMatriculant Records Files <u>Revised see page 4</u></p> <p>Individual student records containing required documents for application.</p> <p>Disposition: COFF at end of school year (May). Dest in CFA 3 years after student non-select date.</p>		
6.	<p>912-06 Continuing Medical Education Committee (CMEC) Files</p> <p>Originals of proceedings of CMEC regarding all matters relating to establishment of USUHS- sponsored CMEC programs; other materials referred to the CMEC. This file contains no policy material.</p> <p>Disposition: COFF upon GTWD, hold in CFA 3 years; trf to WNRC; dest after 50 years.</p>		

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7.	<p>912-07 CME Program Records</p> <p>Individual CME Program records containing documentation required for accreditation by the Accrediting Council for Continuing Medical Education (ACCME).</p> <p>Disposition: COFF annually (CY), hold in CFA 3 years and trf to WNRC; dest after 10 years.</p>		

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2.	<p>912-02 Academic and Training Progress Case Files</p> <p>Individual case files of medical student training including student's academic credit transcripts which list grades and credit hours for each class; results from medical board tests; teacher evaluations with final grade in each subject and/or reason for noncompliance (SPC correspondence if applicable); correspondence regarding state licensure certification procedures or personal requests for academic transcripts and records related to individual training projects.</p> <p>Disposition: COFF upon GTWD of student. Hold in CFA 5 years; transfer to WNRC; destroy after 50 years.</p>		
5.	<p>912-05 Nonmatriculate Records Files</p> <p>Application records of students who were selected to attend USUHS but did not actually matriculate and records of applicants who did not successfully meet all entrance requirements.</p> <p>Disposition: COFF at end of school year (May). Destroy in CFA in 5 years after student's nonmatriculate date.</p>		