

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-330-91-2

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

DATE RECEIVED

8-23-91

1 FROM (Agency or establishment)

Office of the Secretary of Defense

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Correspondence & Directives

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

D. Joseph Cragg

5 TELEPHONE EXT
703-695-0970
697-2501

DATE

8/29/92

ARCHIVIST OF THE UNITED STATES

[Signature]

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 36 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
1 Aug 91	H. D. Neeley <i>[Signature]</i>	Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	912 Uniformed Services University of the Health Sciences (See attached pages)		

Copies sent to agency via Linda, NN-W, NNT, NCF 7/14/92

912 Uniformed Services University of the Health Sciences (USUHS)
Student and Academic Record Files

912-01 Registrar's Student Promotions Committee (SPC) Files. Originals of proceedings of SPC relating to proficiency, deficiency, graduation, deceleration and/or disenrollment of medical students and other matters referred to the SPC. This file contains information protected under the Privacy Act of 1974.

Disposition: Cut off (COFF) upon graduation, transfer, withdrawal or death (GTWD) of student and incorporate in 912-02 (N1-330-88-3, Item 1).

912-02 Registrar's Academic and Training Progress Case Files. 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. **This file also includes records transferred there from 912-01.** This file contains information protected under the Privacy Act of 1974.

Disposition: COFF upon GTWD of student; hold in CFA 20 years;
RET to WNRC; DEST 50 years after GTWD. (N1-330-88-3, Item 2)

912-04 Matriculant Graduate School Records. Individual student records containing required documents for application/selection/completion of program. Each record also contains records on education, indicating subject studies, number of quarter credit hours, final grade in each subject, and/or reason for non-completion of the course. Also includes other related documents required by college/university accrediting organizations. This file contains information protected under the Privacy Act of 1974.

Disposition: COFF upon GTWD of student; hold in CFA 20 years;
RET to WNRC; DEST 50 years after GTWD. (N1-330-88-3, Item 4).

912-05 Nonmatriculant Records Files. Application records of medical and graduate school students who were selected to attend USUHS but did not actually matriculate and records of applicants who did not successfully meet all entrance requirements and for those who chose to withdraw during the application process.

Disposition: COFF at end of school year (May); DEST in CFA 3 years after student's nonmatriculate date. (N1-330-88-3, Item 5)

912-08 Matriculant Admissions Files for Medical School. Contains letters of application, letters of recommendation, and general correspondence. This file contains information protected under the Privacy Act of 1974.

Disposition: COFF off upon GTWD of student; hold in CFA 20 years; RET to WNRC; DEST 50 years after GTWD.

912-09 Student Exam Files. Arranged by class and include copies of examination booklets, answer sheets, testing materials, correspondence and other documentation pertaining to the administration and control of student testing.

Disposition: DEST when superseded or when no longer needed.

912-10 Teaching and Coursework Files. Includes instructional materials developed by the university teaching faculty for both the four-year Medical Education and Graduate Education programs. Maintained by teaching departments and arranged by course catalog number or subject.

1. Syllabuses, course outlines, handouts, textbooks, manuals, and other instructional materials and teaching aids, to include reprints of published medical literature used in the classroom.

Disposition: a. Uniquely relevant military courses or curriculum: PERMANENT. COFF upon revision or discontinuance. RET to WNRC 5 years after COFF; TRF to NARA 25 years after COFF.

b. Regular medical school or graduate school courses: update periodically and DEST when no longer need for reference.

2. Course announcements; academic calendars consisting of course rotation schedules for 1st - 4th year students or graduate school equivalent; general correspondence, reports, agreements, authorizations, reviews, plans, objectives and other types of records relating to the development, implementation, and administration of the university's teaching program; lecture notes.

Disposition: DEST when no longer needed.

912-11 Instructor's Individual Medical Student Record Files. These are files kept for the convenience of the teaching staff which consist of materials duplicated in or not appropriate for inclusion in the Academic and Training Progress Case Files, 912-02, or other series described elsewhere in this section. Examples of documents that might be kept in these files are records of individual student rotation assignments, elective assignments, student evaluations, clinical clerkships. These

files contain information protected under the Privacy Act of 1974.

Disposition: Review at the end of each academic year, DEST or carry forward contents, as appropriate; upon GTWD of student, DEST or TRF to the Registrar's files, as appropriate.

912-12 Instructor's Individual Graduate Student Record Files. These are files kept for the convenience of the teaching staff which consist of materials duplicated in or not appropriate for inclusion in the Matriculant Graduate School Record Files, 912-04, or other series described elsewhere in this section. Examples of documents that might be kept in these files are records of individual student assignments, elective assignments, student evaluations, or other related records. These files contain information protected under the Privacy Act of 1974.

Disposition: Review at the end of each academic year, DEST or carry forward contents, as appropriate. DEST when no longer needed.

912-13 Student Theses and Dissertations Files. Copies of master's theses and doctoral dissertations submitted as requirements for award of an advanced degree in the basic medical sciences. Copies are submitted by each student as follows: one

to the university library; one to the department library; one to the Office of Graduate Education.

Disposition: Office of Graduate Education: PERMANENT. Hold in CFA for 10 years after date of publication and RET to WNRC; TRF to NARA 25 years after COFF.

913 USUHS Faculty Files. Use for those files maintained by individual faculty that are usually reference in nature and that are not described elsewhere in this schedule.

913-01 Outside Affiliations. These are files consisting of information pertaining to outside professional organizations with which faculty members are affiliated as officers, fellows or participants, and may consist of correspondence, agendas, minutes of meetings, newsletters, reports, or other pertinent materials. They are maintained by or for individual faculty members for ease of reference. Care should be exercised to ensure that information maintained in this file is pertinent to faculty members' USUHS appointment. Affiliations may include but are not limited to such organizations as the American College of Cardiology, American Society for Clinical Investigation, American Federation for Clinical Research, American College of Physicians, Association of American Medical Colleges, Association of American Physicians, Association of Program Directors in Internal Medicine, and American Heart Association.

Disposition: Review periodically and DEST material that is no longer needed or appropriate for continued inclusion.

913-02 Medical & Scientific Journal Publications. These files consist of manuscripts, articles and abstracts written by faculty members in connection with their work at the university for publication in various medical journals such as American Journal of Cardiology, Medical Times, Internal Medicine, or Family Physician. May contain both published articles and original manuscripts. Arranged by author's name and/or division. May also include papers reviewed by USUHS staff.

Disposition: Review periodically and DEST when no longer needed for reference purposes.

914 USUHS Biomedical Research Files. These files include records related to the planning, development, and oversight of specific projects and programs of biomedical research performed by USUHS scientists or contractors; experimental, observational and control data; reports, articles, and data sets.

914-01 Experimental and Statistical Data Files. These files consist of logs, notebooks, cards, forms or other media on which observations and data are recorded; records on patients or volunteers; interviews, questionnaires, examinations, or lab

tests, including machine readings and data from slides, specimens or cultures; copies of abstracts of non-clinical records on individuals such as birth and death certificates; records created in processing and analyzing data related to or resulting from the project, including indexes, code cards and sheets, charts, graphs, punch cards, computer output, tabulations, diagrams or drawings; and intermediate compilations or analyses and progress reports with feeder reports and background material.

Disposition: a. End products such as Progress Reports of findings and conclusions: PERMANENT. COFF when project is concluded; RET to WNRC 5 years after COFF; TRF to NARA 20 years after COFF.

b. DEST all other materials when no longer needed for research or reference purposes.

NOTE: Those experiments involving human subjects and/or deemed to be of historical significance should be reappraised on an individual basis for permanent retention. Such experiments might deal with a cure of a disease, a major scientific discovery, a major health program, or other event generating great media, public, or historic interest. Notify NARA so that an analysis and appraisal of these experiments can be conducted and appropriate disposition authorized.

915 USUHS Intra- and Extramural Research Protocol and Grant Administration Files. This section applies to protocols and grants awarded to USUHS or the Henry M. Jackson Foundation for the Advancement of Military Medicine (HMJ) which are maintained by the Research Administration Office.

915-01 Research Protocols and Grants. These files contain the official copy of the protocol or grant describing the nature of the proposed research, methodology involved, projected aims and justifications, notations and records of approval actions, names of principal investigators, project reviews, and related correspondence and memoranda. Files are arranged by investigator's name and Research Administration control number. Files are maintained in the following status categories -

1. Pending - Waiting approval/disapproval action by grantor.
2. Active - Currently in an approved/funded status having passed all stages of review.
3. Historical - Consist of disapproved, unfunded, and withdrawn applications and include total application, summary of review actions, and notification that no award will be made. Also consist of previously active grants which have expired or terminated.

Funded Grants and Awards Case Files. These files consist of individual case folders containing the total application, summary of review actions, award notices, progress reports, financial records, audit records, close-out documents, and other supporting

and related papers maintained as an identifiable entity. They include research project grants, fellowships, training grants, and similar types of grants and awards.

Unfunded Grants or Awards. These files consist of disapproved, withdrawn, and non-funded grant applications and include the total application, summary of review actions, and notification that no award will be made.

Disposition: a. COFF on close-out or expiration of protocol/grant or disapproval of award; hold in CFA for 8 years after COFF; RET to WNRC; DEST 13 years after COFF.

NOTE: Those projects involving human subjects and/or deemed to be of historical significance should be reappraised on an individual basis for permanent retention. Such projects might deal with a cure of a disease, a major scientific discovery, a major health program, or other event generating great media, public, or historic interest. Notify NARA so that an analysis and appraisal of these projects can be conducted and appropriate disposition authorized.

b. All animal protocols will be sent to Laboratory Animal Medicine for disposition 8 years after program expires. Those records deemed to be permanent will be RET as

above. All other animal use protocols will be RET to WNRC and destroyed 13 years after COFF.

c. All other offices: DEST 1 year after research project is concluded.

916 USUHS Automated Database Files. This section is reserved exclusively for electronic databases created specifically to facilitate data production requirements unique to the USUHS administrative support programs.

916-02 Automated Faculty Curriculum Vitae File. This database is maintained by the Civilian Personnel Directorate and includes fields describing basic biographical and professional qualifications data on academic faculty members. Hard copy output is furnished users upon request.

Disposition: Delete individual entries when faculty appointment is terminated. Delete file when system is superseded. (For disposition of non-electronic files, see 922-02.)

917 USUHS Department of Laboratory Animal Medicine. This series consists of files pertaining to the operation of the LAM that are not described elsewhere in this Instruction.

917-01 Animal Health Records. These consist of health care records for all in-house animal populations of the LAM maintained by the Veterinary Medicine Division and include SF 600, "Chronological Record of Medical Care," weight charts, records of surgical procedures, and anesthesiology records. Files are grouped by species (dogs, goats, pigs, cats, pigeons, etc.) and within species by USDA tag number or LAM's internal control numbers.

Disposition: COFF 5 years after death of animal or 3 years after completion of protocol, whichever is later. At the end of this period animal health records (excluding non-human primates) will be destroyed. Non-human primates health records and non-human primates protocols will be RET to WRNC; DEST 50 years after COFF.

917-02 Animal Husbandry Files. These records are maintained by the Animal Husbandry Division and are used to monitor the condition and status of in-house animal populations and human contacts with each animal. They consist of inventories kept by species and protocol number, records of temperature and humidity in animal rooms, and information on animal caretakers or technicians documenting each person's work schedule. These records are maintained on inventory sheets, in log books, and in a main-frame computer.

Disposition: a. Inventory Sheets.

DEST inventory sheets when superseded.

Electronic data may be dumped when no longer needed for backup.

b. Log Books for Animal Caretakers. Record keeping consists of two log books, one for individual animal caretakers' Time and Attendance, and one for animals cared for on any individual day.

COFF log books at end of calendar year, hold in CFA for 3 years, RET to WNRC, DEST 72 years after COFF.

918 USUHS University Affairs. These files contain records promoting the continuation of esprit among University graduates of all the Services.

918-01 USUHS Alumni Information. Records relating to alumni, including employment and residency information, correspondence, and other related records. These files contain information protected under the Privacy Act of 1974.

Disposition: DEST when superseded, obsolete, or no longer needed for reference.

919 USUHS Pharmacy Files. These files are maintained by the USUHS Pharmacy which provides departments with necessary

pharmaceuticals required for laboratory and research protocols.

919-01 PHARMACY CONTROLLED SUBSTANCE FORM (USUHS 6048 or successor). Controlled Form having registered numbers and used to account for receiving, issuing, and administration of controlled substances by the Pharmacy. This Form is used to log controlled substances. Requester will be notified upon arrival of substance.

Disposition: DEST when 10 years old.

919-02 Departmental Controlled Substance Form (USUHS 6049 or successor). Controlled Form having registered numbers and used to account for receiving, issuing, and administration of controlled substances by departments or an investigator. Custodians of controlled substances are responsible for safeguarding and maintaining accountability of controlled forms and substances issued to them. Accountability includes documentation of specific date and time when used, species and identification numbers of animals involved with its use, amounts issued, returned or administered, and on-hand balances. Full sheets are returned to Pharmacy and new sheets issued if a balance remains.

Disposition: DEST when 10 years old.

919-03 Pharmacy/Departmental Controlled Substances (USUHS Form 6047 or successor). Receipt and issue records for controlled substances maintained for accountability purposes.

Disposition: DEST when 10 years old.

919-04 Pharmacy Controlled Substance Sealing Log (USUHS Form 6054 or successor). Maintained by the Pharmacy for accountability of controlled substances sealed for storage by the Controlled Substance and Alcohol Inventory Board (CSAIB).

Disposition: DEST when 10 years old.

919-05 Controlled Substances and Alcohol Inventory Board Inventory Report (USUHS Form 6019). Used by the CSAIB to report the results of all inventory actions.

Disposition: DEST when 4 years old.

919-06 Request for New Supplies/Pharmaceutical (USUHS Form 6417). To request new items be added to those stocked in the Pharmacy.

Disposition: DEST when 2 years old.

919-07 Controlled Substances Temporary Issue Receipt (USUHS Form

6058). Prepared by Controlled Substance Custodian (CSC) for items leaving the physical facility of USUHS for use at a different location. Yellow copy is retained by Custodian.

Disposition: DEST when 10 years old.

919-08 Controlled Substance Accountability Worksheet - A monthly accountability of controlled substance within a specific department. Prepared by department CSC.

Disposition: DEST when 3 years old, purging once a year.

919-09 Absolute Alcohol Storage Sheet (USUHS Forms 6055 or 6056 or successor). Completed by investigators, staff and faculty to keep accountability of absolute alcohol stored in department fire cabinets. These sheets will be bound in the "USUHS Pharmacy Alcohol Usage Notebook" issued by the Pharmacy to the CSC.

Disposition: DEST one year after last entry in log.

919-10 Controlled Substances and Alcohol Survey Request/Report (USUHS Form 6016 or successor). Disposal reports of controlled substances that are no longer needed.

Disposition: DEST when 10 years old.

919-11 Department of Justice/Drug Enforcement Administration
"Registrants Inventory of Drugs Surrendered" (DEA Form 41 or its
successor). Prepared by the Pharmacy Officer and submitted to DEA
to account for the destruction of controlled substances.

Disposition: DEST when 10 years old.

919-12 Prescription Drugs (not controlled drugs).
This file includes hand receipts for drugs, needles, and syringes
furnished authorized personnel for use in research only.

Disposition: DEST when 10 years old.

919-13 Controlled Substances Class I-V
This file consists of copies of the following forms (or their
successors): USUHS 6048, "Pharmacy Controlled Substance Form;"
USUHS 6049, "Departmental Controlled Substance Form;" USUHS 6047,
"Pharmacy/Departmental Controlled Substance;" USUHS 6054,
"Pharmacy Controlled Substance;" USUHS 6019, "Controlled
Substances and Alcohol Inventory Report;" USUHS 6007, "Use of
Biohazards, Controlled Substances, and Dangerous Materials;"
USUHS I-6404, "Controlled Substances Temporary Issue Receipt;"
USUHS 6058, "Controlled Substance Temporary Issue Receipt;" USUHS
6016, "Controlled Substances and Alcohol Survey Request/Report;"
DEA Form 41, "Registrants Inventory of Drugs Surrendered;" and
department controlled substances accountability worksheets.

Disposition: DEST when 10 years old.

920 USUHS Environmental Health and Occupational Safety Files. These files are maintained by the Environmental Health and Occupational Safety (EHS) Division and pertain to the health and safety programs unique to USUHS. They include data on radiation dosimetry, radiation monitoring, radioactive waste disposal, accidents involving radioactive materials, testing, inspection and calibration of equipment, and radiation safety training and Occupational Health Branch.

920-01 Radiation Protection Surveys - X-ray Surveys - Reports of local x-ray system surveys. Includes x-ray system measurements, evaluation of system for compliance with Federal Regulations, and recommendations.

Disposition: DEST when 5 years old. (10 CFR 20.2103)

920-02 Radiation Protection Surveys. Radioisotope Laboratories. Reports of laboratory surveys for compliance with Federal and USUHS Regulations. Includes tests for radioactive contamination of laboratories and or equipment.

Disposition: DEST when 5 years old. (10 CFR 20.2103)

920-03 Radiation Protection Surveys - Radioisotope Packages
Reports of surveys for radioactive contamination of incoming or
outgoing packages.

Disposition: DEST when 5 years old. (10 CFR 20.2103)

920-04 Radiation Protection Training. - Information about
preparing and presenting local training courses on methods of
controlling, preventing, and dealing with exposure of people and
the environment to ionizing radiation. Included are locally
developed training materials, aids, notifications of training
sessions, rosters of graduation from courses with grades and
attendance dates, and similar information. This file contains
information protected under the Privacy Act of 1974.

Disposition: a. Information relating to training materials,
aids, and notification of courses: Dispose of when superseded or
obsolete.

b. Training attendance, grades and dates of
attendance: Maintain on site. DEST upon termination of license,
following NRC instructions.

920-05 Radiation Standard Operating Procedures (SOPs) - SOPs
maintained by radiation safety officers that prescribe procedures
for procurement, use, disposal, and control of radiation sources.

Disposition: DEST when SOP is superseded or on disposal of the radiation source, whichever is sooner.

920-06 Radiation Analyses - Information on detecting and recording levels of radiation or radioactivity in material samples or objects, and the environment where materials are used. Included are chemical and radiation analysis reports, process control analysis reports, leak and wipe tests, air biological, water, soil and vegetation samples and similar reports, logs, or information.

Disposition: Retain for 5 years and DEST in CFA.
(10 CFR 20.2102 and 10 CFR 35.59(d))

920-07 Radionuclide Experimental Authorization (REA). Information containing authorization for a Principle Investigator to use radioactive material. All information such as application to use material, requests for user status, requests for protocol reviews, and information needed to maintain the REA are included.

Disposition: Maintain on site. DEST upon termination of license.
(10CFR 20.2102(b))

920-08 Radiation Sources Accounting Files. - Information accumulated by radiation safety personnel in controlling the

receipt, transfer, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, waste disposal reports, computer data bases, and similar information.

Disposition: a. Information related to sealed sources: DEST 5 years after final disposition of source. (10 CFR 35(d)(g))

b. Records of radioactive waste disposal: Maintain on site. DEST upon termination of license, following NRC instructions. (10 CFR 20210(b)(4))

920-09 Personnel Dosimetry Files. Information on recording and reporting external or internal exposure to ionizing radiation. Included are records of all dosimeters processed for evaluation, consolidated reports of dosimeter evaluations, DD Forms 1141 (Record of Occupational Exposure to Ionizing Radiation), and similar information. This file contains information protected under the Privacy Act of 1974.

Disposition: a. Administrative data pertaining to administering program and requests pertaining to individual's dose history. DEST 5 years after individual terminates employment at USUHS. (10 CFR 2104(f))

b. DD Forms 1141 (or successor). Maintain on site. DEST upon termination of license. (10 CFR 2106(f))

c. Bioassay Data and Calculations. Maintain any positive results on site and DEST when 75 years old. Negative results may be destroyed when 5 years old. (10 CFR 2106(f))

920-10 Radiation Safety Committee Files. Information relating to review, evaluation and approval or disapproval of the use of sources of ionizing radiation; procedures and conditions controlling such uses; and qualifications of individual users. Included are minutes of meetings, recommendation pertaining items considered by the committee and similar information.

Disposition: Maintain on site. DEST upon termination of license. (10 CFR 20.2102(b))

920-11 Radiation Inspections. Information that supplements surveys at local levels. It evaluates and provides guidance on eliminating potential hazards using radiation sources. Such inspections will be provided by the Nuclear Regulatory Commission, Department of Defense, or other Federal Agencies.

Disposition: a. NRC Inspections. Main on site. DEST upon termination of license, following NRC guidelines. (10 20.2102(b))

b. Other Inspections: DEST when 5 years old or on completion of the next comparable survey, whichever is sooner. (10 CFR 20.2102 (b))

920-12 Radiation Incident Files - Information about investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation; and comparable incidents involving radioactive materials. Included are telegraphic reports of incidents, reports of overexposure, ALARA investigations, laboratory spills, reports of loss or theft of radioactive materials, and similar information. This file contains information protected under the Privacy Act of 1974.

Disposition: a. Overexposure and ALARA reports. Maintain on site. Destroy when 75 years old. (10 CFR 20.2106(f))

b. Other Reports: Maintain on site. Destroy when 30 years old. (10 CFR 20.2106(f))

920-13 Radioactive Material Licensing. - Information relating to obtaining a Nuclear Regulatory Commission (NRC) License to procure and use ionizing radiation sources. Included are license applications, coordinating actions, licenses, permits, and amendments thereto, and similar information.

Disposition: Maintain on site. Destroy upon termination of license.

920-14 Instrument and Source Calibration Files. - Information on calibrating radiation sources and instruments that measure radiation. Included are calibration logs, manufacturers and locally developed calibration forms, records pertaining to calibration frequency, and similar information.

Disposition: a. Calibration Certificates: DEST 3 years after disposal of the related radiation source. (10 CFR 20.2103)

b. Logs and other papers: DEST when 5 years old. (10 CFR 20.2103(a))

920-15 Bioenvironmental Engineering Case Files. These files consist of records created in the course of monitoring health and safety conditions in the workplace and include annual health and safety survey reports, occupational exposure evaluations, assessments and controls data, hazardous material and agent information, and environmental assessments and worksite management practices.

Disposition: Review each file at the end of the calendar year and COFF inactive materials; retain in CFA for 10 years and RET to WNRC; DEST 40 years after COFF. (20 or 29 CFR § 1910.20)

920-16 Hazardous Waste Manifests. These files are maintained in the Bioenvironmental Engineering Branch and consist of internal manifests of hazardous material disposal.

Disposition: a. Internal manifests: DEST when 5 years old.
(40 CFR 262.40)

b. DD 1348-1, Released/Receipt Document.
Maintain on site. DEST upon termination of license, following EPA guidelines.

920-17 Bioenvironmental Engineering Database. Computer data base for management of BEE information such as chemical inventories, facility utilization, workload scheduling and other such information pertinent to monitoring ongoing programs. Backups are performed weekly.

Disposition: Delete information in the data base when no longer needed. (See 920-08 for related records.)

920-18 Log and Summary of Occupational Injuries and Illnesses (USUHS Form No. 200, or successor).

Records of injuries and illnesses and notes of the extent and

outcome of each case. Not every injury or illness occurring in the workplace is recordable.

Disposition: Maintain on site. DEST 75 years after last entry.

920-19 Supervisor's Report of Accident. Consists of EHS Form 6012 (or successor) "Supervisor's Report of Accident," which serves as an additional record of information pertaining to on-the-job injuries or incidents.

Disposition: Maintain on site. DEST when 75 years old.

921 MULTIDISCIPLINE LABORATORIES (MDL). These MDL is the home base of operations for the medical students including a laboratory work and studying area.

921-01 The National Board of Medical Examiners (NBME) File. Comprehensive Part I and Part II given twice a year to second year and fourth year medical students. Also includes subject examinations given throughout the year to first through fourth year medical students. These tests function as elements of the certification process for medical licensure and as measures of academic achievement in individual disciplines. Assistant Dean, Teaching & Research Support (ADTRS) & Coordinator, Multidiscipline Laboratories (MDL) are responsible for the administration and security of all NBME test materials from the

date of receipt to the date of their return to the National Board. This file contains information protected under the Privacy Act of 1974.

Disposition: a. Executive Chief Proctor (TRS) Chief Proctor (MDL): General correspondence with the Board, orders for tests, correspondence to staff and faculty concerning examinations and preparation for proctoring of examinations, internal memos to request the test sites be in order, and bills for the examinations: DEST 5 years after exam is administered.

b. Registrar's Office: Individual scores, class records, composite lists, statistical information, and departmental information (some of this information is on tape); general correspondence from prior years held in Registrar's Office consolidated with TRS: COFF upon GTWD of student; hold in CFA 20 years; RET to WNRC; DEST 50 years after GTWD.

c. Academic Departments: Refer to USUHS Schedule Number 912-09.

d. Board of Medical Examiners: Original answer sheets and booklets are returned to NBME.

921-02 Anatomical Gift Program Files - Files on individuals who plan to or have donated their bodies to medical science.

Consists of original legal documents of Certificate of Body Donation or Certificate of Body Donation by Next of Kin, State Death Certificate Burial-Transit Permit, and Authority to Cremate. Also contained in folder are Reports on Vital Statistics, Medical History, Death Call Worksheet, Lab Reports, Request for Medical/Dental Records, copies of all correspondence.

Disposition: a. Individual donor case files (accepted)
COFF upon cremation and/or interment of donor's remains or their return to next-of-kin; hold files in Anatomical Teaching Laboratories for 5 years, then RET to WNRC; DEST 75 years after COFF.

b. Individual donor case files (pending)
Review periodically. DEST any files when no longer needed.

922 Civilian Personnel Academic Appointment Section. These files are maintained in the Academic Appointment Section which prepares appointments, promotions, and tenure materials. Not to be confused with the Official Personnel File (202-12) or the Office Personnel Information Files (202-07).

922-01 Visa Files on Foreign National Employees.
Correspondence, memorandums, reports, forms and other types of correspondence regarding individual visa applicant. Visa

applications are copies.

Disposition: COFF after separation. RET to WNRC 10 years after COFF. DEST 10 years after retirement to WNRC.

922-02 Faculty Curriculum Vitae Files. These files contain curriculum vitae, faculty appointment letters, reappointment letters and departmental memoranda for both billeted military and adjunct non-billeted military and civilian faculty members. The files are arranged alphabetically in a central file. It is the only place to locate some information on adjunct faculty; other information may be duplicated in the OPF. This file contains information protected under the Privacy Act of 1974. (For disposition of electronic database files, see 916-02.)

Disposition: Update periodically. COFF after termination of faculty member and place in inactive file. RET to WNRC 20 years after COFF; DEST 50 years after RET.

922-03 Faculty Indexes. These are index cards that include name, address, department and title, and date of appointment of individuals holding academic appointments at USUHS. Maintained for convenience and reference in the Civilian Personnel Directorate.

Disposition: Update periodically; DEST when no longer needed

for reference.

922-04 Individual Faculty Case Files Who Work Outside of USUHS
- USUHS Form 10046 (or its successor) "Request for Approval of
Outside Activity" which is used to request permission for
employment outside of the USUHS facility, and USUHS Form 1013 (or
its successor) "Report on Outside Activity," which is completed
by September 10 of that year's activities.

Disposition: COFF after separation. DEST 3 years after COFF.

923 Administrative Files. These files relate to the performance
of routine administrative functions not covered elsewhere in this
schedule.

923-01 WEEKLY ACTIVITY REPORT

Activities of all departments in the University compiled weekly.

Disposition: a. Memoranda submitted by the Deputy Dean's
Office to Assistant Secretary of Defense for Health Affairs.
DEST when 1 year old.

b. Memoranda from Departments submitted to
Deputy Dean. DEST when 4 months old.

c. Departmental copies. DEST when 1 year old.

924 University Health Center Medical Records. These files are maintained in the Student Health Clinic which cares for students and student spouses.

924-01 Student Medical Records.

Health records for students and their dependents, and military faculty used until the time of graduation/termination. These records contain information protected under the Privacy Act of 1974.

Disposition: Release to students and spouses upon graduation or transfer. Release records to faculty upon reassignment, retirement, or resignation.

924-03 Quarter's Log. Listings of all students and active duty personnel who are put on quarters while under treatment for illness. This file contains information protected under the Privacy Act of 1974.

Disposition: DEST 5 years after last entry in log.

924-05 Student Name and Address Log. Alphabetical list of students by year with their name, address, telephone number and social security number, maintained for convenience. This file contains information protected under the Privacy Act of 1974.

Disposition: DEST when superseded.

924-06 MSI & MSII Class Schedules This file consists of duplicate copies of class schedules maintained for ease of reference.

Disposition: DEST at end of academic year.