

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO NC1-330-79-2 | |
| DATE RECEIVED October 18, 1978 | |
| NOTIFICATION TO AGENCY | |
| <small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small> | |
| <div style="font-size: 2em; font-weight: bold; text-decoration: underline;">Withdrawn</div> | |
| <small>Date</small> | <small>Minist of the United States</small> |

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

1 FROM (AGENCY OR ESTABLISHMENT)
Office of the Secretary of Defense

2 MAJOR SUBDIVISION
Washington Headquarters Services

3 MINOR SUBDIVISION
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
J. E. HAINES

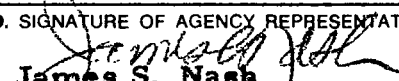
5. TEL EXT
695-0970

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|-------------------------------|--|--|
| C. DATE 27 SEP 1978 | D. SIGNATURE OF AGENCY REPRESENTATIVE  James S. Nash | E. TITLE Records Administrator |
|-------------------------------|--|--|

| 7 ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|--------------|---|---------------------------|---------------------|
| 1. | <u>DoD Civilian Employee's Outpatient Health Records</u> See attached. | | |
| 2. | <u>DoD Civilian Employee's Clinical Records</u> See attached. | | |

Disposition Schedule

DoD Civilian Employees' Outpatient Health Records

The outpatient health records of DoD civilian employees will be transferred upon separation to the National Personnel Records Center (NPRC). Fifty years after the last entry in the health record, the record will be destroyed.

These outpatient health records may consist of: forms and correspondence which relate to the employee's medical history, industrial hygiene consultations, laboratory and X-ray findings, reports of pulmonary function tests, audiograms, records of exposure to physical and chemical hazards, e.g., asbestos, carcinogens, benzene, noise and pesticides; copies of clinical record cover sheets (or equivalent) and narrative summaries which cover periods of hospitalization for occupational injuries or diseases, outpatient records of occupational injuries or diseases, periodic physical examinations, copies of pre-employment, disability retirement, and fitness for duty examinations (Note: Original reports of pre-employment, disability retirement, and fitness for duty examinations (SF 78 or equivalent) are to be filed in the Official Personnel Folder (OPF). Outpatient health records are not to be filed in the OPF when the OPF is transferred to the NPRC).

Records of exposure to Nuclear Regulatory Commission regulated radiation are to be kept by the licensee in accordance with CFR Title 10, Part 20.

Disposition Schedule

DoD Civilian Employee's Clinical Records

Clinical folders with related documents of civilian employees of DoD.

1. If facilities available - Retain for five years then retire to NPRC(CPR). Destroy when 25 years old.

2. If facilities not available - retire to NPRC(CPR) on cutoff. Destroy when 25 years old.