

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-330-81-7	
DATE RECEIVED	
June 15, 1981	
NOTIFICATION TO AGENCY	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>8-7-81</i> Date <i>Edward Weldon</i> <i>acting</i> Archivist of the United States	

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9 Jun 81	<i>E. E. Lowry, Jr.</i> E. E. Lowry, Jr.	OSD Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Modification of the Schedule for Civilian Employees Health Units Records (Job No. NC1-330-79-9)</p> <p><u>Department of Defense Civilian Employees Health Unit Records</u></p> <p>These records contain forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all other treatment received in health units. Included are industrial hygiene consultations, laboratory and X-ray findings, reports of pulmonary function tests, audiograms, records of exposure to physical and chemical hazards, clinical record cover sheets or equivalent.</p> <p><u>Disposition</u></p> <p>Retire records of civilian employees who are separated from the Federal Service to the National Personnel Records Center (Civilian Personnel Records) at the end of each calendar year.</p> <p>Destroy 30 years later. (See Note 3)</p> <p>(Continued on next sheet)</p>	OSD AI# 15, 202-26.1 & 2.	1 item

*Closed Out: 8-18-81: (f.i.t.!).  
Copy to All FRCs, Agency & NNM*

**Request for Records Disposition Authority – Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Modification of the Schedule for Civilian Employees Health Unit Records (Job No. NC1-330-79-9) - (continued).</p> <p>NOTES:</p> <ol style="list-style-type: none"> <li>1. These records are not to be confused with hospital-in- and out-patient clinical records which are retained for 25 years for nonmilitary persons pursuant to other approved records control schedules.</li> <li>2. Original pre-employment, disability retirement, and fitness for duty examinations are to be filed in the Official Personnel Folder upon separation of the employee (Ref: FPMS 293-31).</li> <li>3. Longer retention periods may be required by Regulatory Agencies such as: OSHA, Nuclear Regulatory Commission (CFR Title 10, Part 20), and EPA. <i>In this event a new SF-115 must be submitted.</i></li> </ol>		