

9/16/81

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

LEAVE BLANK

JOB NO

NC1-330-81-8

DATE RECEIVED

September 16, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-2-81  
Date

*[Signature]*  
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 (C&D)

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 26 Aug 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>E. E. Lowry Jr.</i> E. E. Lowry, Jr.	E. TITLE OSD Records Administrator
----------------------	---	---------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Addition	to OSD Administrative Instruction No. 15, "Records Management"		
911-06	CHAMPUS Provider Authorization Files		
911-06.1	Certification of Institutional Providers of Health Care Case Files  These files consist of certifications of institutional providers of health care as authorized CHAMPUS providers which meet all applicable provisions of law and regulation. The files include: CHAMPUS forms, correspondence, and related documents certifying that each provider (institutional entity that provides medical services or supplies on an outpatient or inpatient basis) meets the criteria set forth in the CHAMPUS Regulation, DoD 6010.8-R. They also include documents relating to: accreditation status, evaluation surveys to insure compliance with CHAMPUS standards, investigation of complaints, termination and reinstatement of providers, and assessment of the operational effectiveness of the provider certification program.  (Continued on next page)	(NEW)	2 items

*MASS DATA CHANGE SHEET NOT REQUIRED*

*Closed Out: 12-16-81: K.T.!*  
*Copy to Agency & NNAT*

**Request for Records Disposition Authority – Continuation**

JOB NO.

PAGE OF 2 of 2 pages pag.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
911-06.2	<p><u>Disposition</u></p> <p>Place in inactive file upon completion of the final action, cutoff inactive file at the end of the calendar year in which final action was taken, hold for 2 additional years, and transfer to the OCHAMPUS RHA. Destroy after 3 years retention in the RHA</p> <p><u>Health Facilities Registry File</u></p> <p>This file consists of a computer printout registry of CHAMPUS-approved institutional providers of health care. The file includes the following categories of providers: Residential Treatment Centers, Specialized Treatment Facilities, and Program for the Handicapped. (The registry is compiled from data contained in file "1." above.)</p> <p><u>Disposition</u></p> <p>Destroy when superseded by a new registry.</p>	(NEW)	