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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. N1-90-87-1 | DATE RECEIVED 2-13-87 |
| 1. FROM (Agency or establishment) Department of Health and Human Services | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 2. MAJOR SUBDIVISION Public Health Service | | | |
| 3. MINOR SUBDIVISION Health Resources and Services Administration | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER <i>Linda Querec</i> Linda Querec, PHS Records Officer | 5. TELEPHONE EXT. 443-2055 | DATE 2-18-87 | ARCHIVIST OF THE UNITED STATES <i>James H. Burke</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 2 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.

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| B. DATE 2/11/87 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> George Deal | D. TITLE Dept. of Health and Human Services Records Management Officer |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|--|---|----------------------------------|
| 1 | <p>²³ <u>HOSPITALS AND CLINICS</u></p> <p>A. <u>CLINICAL RECORDS (Inpatient and Outpatient)</u></p> <p><u>Medical Records Folder</u></p> <p>All medical records of patients admitted to any PHS or IHS hospital or clinic, either as an outpatient or inpatient on any service, e.g., OB/GYN, medical, surgical, pediatrics, psychiatry, dental, etc. Files consist of, but not limited to, physicians, nurses, and allied health professionals' reports; graphs, and charts; results of laboratory, radiological, cardiology, and special diagnostic procedures; operative, anesthesia, and pathological reports; and all other reports related to the treatment or care of any patient.</p> <p><u>Disposition: Nonpermanent</u></p> <p>1. <u>Gillis W. Long Hansen's Disease Center</u></p> <p>Retain at facility. Do <u>not</u> transfer to a FRC.</p> <p>Destroy, as appropriate, in accordance with 23A2a or 23A2b or when no longer needed for research purposes, whichever is longer, as determined by the project leader or principal investigator.</p> | <p>B-35</p> <p>23A</p> <p>NC-90-77-3</p> | <i>1 item</i> |

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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| | <p>2. <u>All Other Centers or Clinics</u></p> <p>Retain in original form at the hospital or clinic for a period of 5 years after episode of last visit. If patient has not returned for examination or treatment in 5 years, the clinical record will be considered inactive.</p> <p>a. Destroy 50 years after receipt in the FRC all medical records of active duty uniform service personnel (Army, Navy, Air Force, Marine Corps, Coast Guard, PHS, and National Oceanic and Atmospheric Administration).</p> <p>b. Destroy non-uniform patient records after 25 years. Do not separate a patient's medical records, i.e., inpatient from outpatient. Transfer the complete folder (at the same time) and make certain all reports, documents, etc. have been placed in the folder before retiring it. Do not send laboratory pathological materials, blood cultures, surgical slides, etc., only the reports pertaining thereto. Facilities wishing to retain original medical records on site for a longer period of time should request written permission from the PHS Records Management Office through the PHS Hospitals and Clinics.</p> <p><i>James E. Jenkins</i> 2/9/87 James E. Jenkins, HRSA Records Officer</p> | <p>B-351/ 23A.1. No Change</p> <p>B-351/ 23A.2. No Change</p> | |