

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-90-90-1

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

DATE RECEIVED

10/24/89

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Department of Health and Human Services
Public Health Service

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION
OASH/ Office of Refugee Health

4. NAME OF PERSON WITH WHOM TO CONFER
Linda Querec
Linda Querec, PHS Records Officer

5. TELEPHONE EXT.
443-2055

DATE

8/27/90

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 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.

B. DATE
10/20/89

C. SIGNATURE OF AGENCY REPRESENTATIVE
George Deal
George Deal

D. TITLE
DHHS Records Officer

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 GRS OR SUPERSEDED JOB CITATION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)

Clinical Records of the U.S. Public Health Service Clinics Administered for the Immigration and Naturalization Service

These consist of all medical records of detainees examined or treated at INS Service Processing Centers or Staging Facilities.

1. Medical Records Folder: Files consist of, but are not limited to reports of physicians, nurses and allied health professionals; graphs and charts; results of laboratory and special diagnostic procedures; interpretation of x-rays and other radiological procedures; and all other reports related to the treatment or care of any detainee.

Disposition: Temporary. Close file 1 year after episode of last examination and/or treatment. Upon close of file transfer the complete medical records folder to the Krome North Service Processing Center, Miami, Florida. Transfer to the FRC 1 year after receipt at Krome North. Destroy 10 years after transfer to FRC.

2. X-Ray Films: Exposed x-ray films.

A. X-ray films showing no active disease.

Disposition: Temporary. Destroy 2 years after exposure.

B. X-ray films of patients showing active disease.

Disposition: Temporary. Destroy 5 years after exposure.

Note: Exposed x-ray films which are unserviceable for the following reasons may be disposed of immediately:

1. Faulty exposure or processing.
2. Cannot be clearly read from diagnostic standpoint due to cloudiness, discoloration, breaking, or general deterioration.
3. Cannot be clearly identified as to A# of the detainee x-rayed.

Oct. 12, 1989

Date

Gloria H. Ames, RRA

Medical Records Consultant, INS
Health Care Program, ORH

Oct. 12, 1989

Date

Barbara M. Horn

Records Liaison, Office of Refugee
Health

(First of 5 pages)

**HOSPITALS, CLINICS AND OUTPATIENT OFFICES (BMS) RECORDS
(INCLUDES PHS INDIAN HEALTH FIELD FACILITIES)**

Approved: H.R. No. 84-84th Congress-1st Session
H.R. No. 625-85th Congress-1st Session
H.R. No. 2103-83rd Congress-2nd Session

NOTE: All previous authorizations for the disposition of records covered by this schedule are hereby rescinded.

Housekeeping records covered by Department Records Control Schedules should be disposed of at the expiration of retention periods.

DESCRIPTION OF ITEMS AND APPROVED DISPOSITION

1. Clinical Records of Non-veteran Patients Hospitalized at Public Health Service Hospitals and PHS Indian Health field facilities.

- a. Those of the Carville, Louisiana Hospital.

Disposal not authorized by this schedule.

- b. Those of all remaining hospitals.

Retain 25 years after discharge of patient or until microphotographed in accordance with the standards set forth in General Services Administration Regulations 3-IV-105.02.

Case files containing family and personal history, history of illness, report of symptoms, pulse and temperature charts, treatment, laboratory reports, operative and surgical reports, and related records.

2. Clinical Records of Non-veteran Patients Treated as Outpatients at Public Health Service Hospitals, Clinics, Outpatient Offices, and PHS Indian Health field facilities.

Retain 10 years or until microphotographed in accordance with the standards set forth in General Services Administration Regulations 3-IV-105.02.

Records consist of history of complaint or injury, report of physical examination, treatment, statement of probable period of disability, and related records.

3. X-Ray Films of Patients.

a. Dental.

Dispose of 2 years after completion of treatment.

b. Chest films of patients with pulmonary tuberculosis.

Disposal not authorized by this schedule.

c. Films which in the judgment of medical officers in charge and/or roentgenologists are of continuing value for the individual patient, for medicolegal use, or for research and teaching purposes.

Disposal not authorized by this schedule.

d. All others.

Dispose of after 5 years if roentgenologist's readings are on file.

4. Valuables of Patients. (Records of)

a. Deceased patients.

Retain 5 years or until GAO audit is completed.

b. Discharged Patients.

Retain 2 years after becoming inactive.

5. Applications (unsuccessful) from drug addicts for admission to Public Health Service hospitals.

Dispose of after 1 year.

6. Social Service File.

Disposal not authorized by this schedule.

Social case histories and policy and procedural materials relating to the social service program.

7. Admission and Discharge Register.

Disposal not authorized by this schedule.

8. Correspondence and reports concerning treatment and progress of Bureau of Employees' Compensation cases, except the clinical inpatient and out-patient records.

Dispose of after 5 years.