

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Hand No 19 Feb 81/4

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Public Health Service

3. MINOR SUBDIVISION
Health Services Administration
Bureau of Medical Services

4. NAME OF PERSON WITH WHOM TO CONFER
Rizalina C. Galicinao

5. TEL. EXT.
436-6261

LEAVE BLANK

JOB NO
NCI-90-81-2

DATE RECEIVED
February 20, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

WITHDRAWN

Date _____ Archivist of the United States

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 3 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 <u>2-12-81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Barbara Miller</u>	E. TITLE <u>HSA Paperwork Mgmt Officer</u>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Reference</u></p> <p>1. The Records Control Schedule, Health Services Administration, Public Health Service, which was approved by the National Archivist of the United States, Job Number NCI-90-77-3, on February 2, 1978.</p> <p>2. The records described in this Records Control Schedule are created within the Bureau of Medical Services (BMS). BMS carries out programs to provide (1) comprehensive medical care for designated Federal beneficiaries, (2) occupational health care and safety services for Federal employees, and (3) for the development, improvement, expansion, and integration of emergency medical services systems.</p> <p>3. Delete Item No. 23, Paragraph A, of the HSA Records Control Schedule, Part ID, in its entirety and replace with the following:</p>		<p>WITHDRAWN</p> <p align="right"><i>1 item</i></p>

Closed as Withdrawn: 10-6-81: [Signature]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	<p><u>HOSPITALS AND CLINICS</u></p> <p><u>A. 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 are 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>These records are to be retained in their original form at the hospital or clinic for a period of 5 years after last visit. If patient has not returned for examination or treatment in 5 years, the clinical record will be considered inactive.</p> <p><u>Disposition: Nonpermanent</u></p> <p>Transfer the complete medical record folder to the FRC.</p> <p>1. Fifty years after receipt of records in the FRC, destroy all medical records of active duty uniformed services personnel (Army, Navy, Air Force, Marine Corps, Coast Guard, PHS, and National Oceanic and Atmospheric Administration), and non-uniformed, services personnel. Do not separate a patient's medical record, i.e., inpatient from outpatient. Transfer the complete folder (at the same time) and make certain all reports,</p>		WITHDRAWN

~~documents, etc. have been placed in the folder before retiring it. Do not send laboratory pathological materials, blood cultures, surgical slides, etc. Facilities wishing to retain original medical records on site for a longer period of time should request written permission from the Director, Division of Hospitals and Clinics,~~