

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2015-0005
Schedule Status Approved

Agency or Establishment Federal Bureau of Investigation
Record Group / Scheduling Group Records of the Federal Bureau of Investigation
Records Schedule applies to Major Subdivision
Major Subdivision Human Resources Division
Schedule Subject Individual Health/Medical Records for Non-FBI Employees
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0065-2015-0005

Sequence Number

1

Individual Health/Medical Records for Non-FBI Employees Disposition Authority Number: DAA-0065-2015-0005-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 1177 446">Individual Health/Medical Records for Non-FBI Employees</p> <p data-bbox="373 468 1161 500">Disposition Authority Number DAA-0065-2015-0005-0001</p> <p data-bbox="373 521 1485 819">This series covers occupational and/or operational medical records related to non-FBI employees including, but not limited to, completed medical forms, signed treatment consent forms, refusal of medical care forms, diagnostic notes, and other related medical documentation. Individual health/medical records consist of medical treatment information for non-FBI employees including, but not limited to, non-hired special agent applicants, other government agency employees, contractors, visitors to FBI facilities, FBI employee family members, subjects in custody, and members of the public.</p> <p data-bbox="373 840 933 872">Final Disposition Temporary</p> <p data-bbox="373 893 868 925">Item Status Active</p> <p data-bbox="373 946 836 978">Is this item media neutral? Yes</p> <p data-bbox="373 1000 820 1117">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="373 1138 998 1202">GRS or Superseded Authority Citation N1-65-08-19 / 1</p> <p data-bbox="373 1234 690 1266">Disposition Instruction</p> <p data-bbox="373 1287 1315 1319">Cutoff Instruction Cut-off at the end of the calendar year.</p> <p data-bbox="373 1340 1242 1372">Retention Period Destroy 5 year(s) after the cutoff.</p> <p data-bbox="373 1415 690 1447">Additional Information</p> <p data-bbox="373 1468 966 1500">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/15/2015	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
09/22/2015	Submit for Concurrence	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist