

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2024-0003

Status: APPROVED
Date Approved: 06/22/2024

General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Bureau of Medical Services
Schedule Subject	Records of the Bureau of Medical Services (MED) - Medical Files
Additional Schedule Information	<p>Flexible schedule that covers the records of the State Department Bureau of Medical Services (MED) and applies to records January 2012 and forward.</p> <p>The Bureau of Medical Services' mission is to promote and safeguard the health and well-being of America's diplomatic community and to facilitate the diplomatic efforts of the Department of State. This schedule covers individual medical files and health records. This schedule supersedes DAA-0059-2020-0026-0003 and DAA-0059-2020-0026-0004. A crosswalk with additional detail is attached to the schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0059-2024-0003

Item #	Title	Disposition
0001	Medical Files and Non-Occupational Health Records of Non-American Employees, Third-Party Contractors, and Private Individuals	Temporary
0002	Medical Files of Foreign Service Officers, Contractors, and Occupational Health Records of All Employees	Temporary

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Records Schedule Items

DAA-0059-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Medical Files and Non-Occupational Health Records of Non-American Employees, Third-Party Contractors, and Private Individuals	
Item Description	<p>Records of treatment or examination created for non-American employees, private individuals and third-party contractors who receive courtesy medical treatment. These records document an individual's medical history, physical condition, vaccinations, and first-aid visits for nonwork related purposes only. Also referred to as "patient records" in Title 5 Part 293 Subpart E. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Vaccination records • Medical examination files, treatment records, and medical clearances • Medical evacuations (MedEvacs) • X-rays and radiographic reports 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0059-2020-0026-0003	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off one year from date of most recent encounter.	
Retention Period	Other: Destroy when records of last encounter are 6 years old. If patient is a minor, retain at least 3 years after patient reaches age of majority or until 10 years after most recent encounter, whichever is later.	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2024-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Medical Files of Foreign Service Officers, Contractors, and Occupational Health Records of All Employees	
Item Description	<p>Records of treatment or examination created for Foreign Service Officers and contractors. Includes records of treatment or examination for occupational health purposes for all employee categories. These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes:</p> <ul style="list-style-type: none"> • Personal and occupational health histories. • Opinions and written evaluations generated in the course of diagnosis and employment-related treatment/examination by medical health care professionals and technicians. • Employee-specific occupational exposure records. Exposures include, but are not limited to, gases, liquids, vapors, dust particles, and noise. Non-American citizen and third-party contractor occupational records are included in this schedule. • Employee audiometric testing records. • X-rays and radiographic reports • Medical examination files, treatment records, and medical clearances • Medical Evacuations (MedEvacs) • Vaccination records 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0059-2020-0026-0004	No	
Is this item a deviation from the GRS?	Yes	

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GRS Disposition Authority List

Disposition Authority	Title
DAA-GRS-2017-0010-0009	
Justification for GRS Deviation	See Dossier
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff is employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer.
Retention Period	Destroy 30 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	06/22/2024